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1989

APPENDICES

VOLUME I

CONTENTS OF APPENDIX

APPENDIX A - Listing Instruction Manual

APPENDIX B - Dress Rehearsal Training Agenda

APPENDIX C - Dress Rehearsal Interviewer Instruction Manual

APPENDIX D - Preconference Manual

APPENDIX E - Interviewer Instruction Manual

APPENDIX F - DHKS Interviewer Instruction Manual

APPENDIX G - Nonresponse Follow-Up Interviewer's Manual

APPENDIX H - CSFII 1989 Review Procedures Manual

APPENDIX I - Listing of Range and Logic Checks

APPENDIX J - Age-Calibrated Upper Cut-Off Values for Individual Food Items

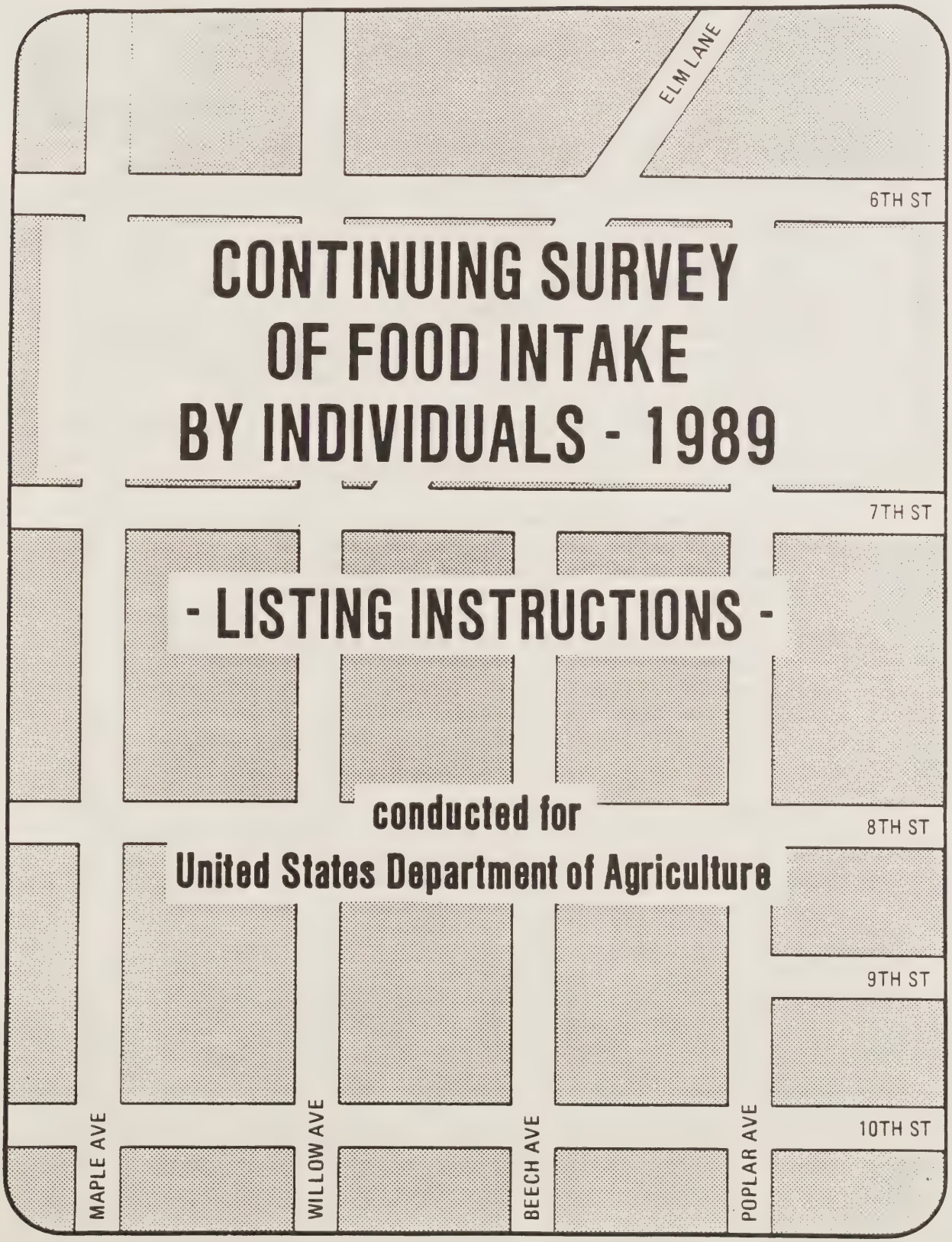
APPENDIX K - Final Format for the Output of CSFII Interview Data Set

APPENDIX L - CSFII and Nonresponse Screening Form

APPENDIX M - DHKS Coding Manual

NATIONAL ANALYSTS
A DIVISION OF BOOZ · ALLEN & HAMILTON INC.

STUDY # 09010-073-001
WINTER 1988/89



CONTINUING SURVEY OF FOOD INTAKE BY INDIVIDUALS - 1989

- LISTING INSTRUCTIONS -

conducted for

United States Department of Agriculture

TABLE OF CONTENTS

PAGE #

I. INTRODUCTION..... 1

II. LISTING OVERVIEW..... 2

A. Purpose..... 2
B. Description of Listing Materials..... 2
C. Importance of Correct Area Segment Listing Procedures..... 3
D. Definition of Terms..... 4

III. PROCEDURE FOR LISTING SEGMENTS..... 6

A. Locating Exact Boundaries..... 6
B. Listing the Segment..... 8
C. Number of Housing Units to List..... 10
D. Recording Information on the Segment Listing Form..... 11
E. Identifying Different Types of Living Quarters..... 14
F. Problem Situations..... 20
G. Completing the Segment Identification Form (SIF)..... 20
H. Summary..... 20

IV. QUIZ ON LISTING INSTRUCTIONS..... 22

APPENDICES..... 25

APPENDIX A: SAMPLE LISTING MATERIALS
APPENDIX B: ANSWERS TO QUIZ

I. INTRODUCTION

The United States Department of Agriculture (USDA) is charged by law (National Agricultural Research, Extension and Teaching Policy Act of 1977, Section 1428, 7 U.S.C. 3178) with gathering and reporting information on the nutritional status of the American public. This responsibility requires collection of food consumption data to measure nutritional well-being and the potential deficiencies in the American diet. National Analysts is collecting this information in the Continuing Survey of Food Intake by Individuals (CSFII), sponsored by the Nutrition Monitoring Division (NMD) of USDA's Human Nutrition Information Service (HNIS).

The CSFII 1989 will be ongoing for one year beginning in April 1989. The overall study plan consists of four steps, as follows:

- Listing households in specified geographic areas by interviewers living in or near these locations
- Selecting sample households for interview from those listed
- Screening designated households to identify those containing eligible respondents
- Personally interviewing all eligible respondents about foods used in the home and about their individual eating patterns

Further details about this exciting survey itself will be forthcoming in the study's Interviewer Manual and personal training conferences. Your immediate task is Step #1 -- listing all of the household or housing unit addresses within specific geographic areas called "segments." (Detailed definitions of "household," "housing unit," and the like, follow.) This manual tells you how to complete the listing operation. Following the procedures outlined here will result in complete, accurate listings and a job well done!

4. Segment Identification Form (SIF): A brief questionnaire about the segment's general characteristics (e.g., type of housing) to be completed by you.

C. Importance of Correct Area Segment Listing Procedures

In the Basic CSFII 1989, we will complete interviews in 1,500 households. These households are to be representative of the 89,000,000 in the conterminous United States. That is, each interviewed household represents, on average, 59,335 others like it. In the low-income portion of the study, we will complete 750 household interviews. That is, each interviewed household will represent nearly 20,085 households, on average, in the U.S.

If the listings are not completed properly, then interviews will not be completed in the correct households. If this happens, then the information from the survey will not be an accurate reflection of the entire country. The soundness of the survey results is dependent on good listing of housing units in the sample of area segments.

Our sampling statisticians have used sound statistical procedures to identify the area segments, for this study. Quality checks have been employed to make sure that the sketches and materials in your packets are as accurate and complete as possible. You need to use the same care in recording all the housing unit information when in the field.

You must read and follow all instructions in this booklet exactly.

Working efficiently and economically is the key to success. Study your segments carefully before you begin. If you have been assigned several segments, group those that are close together. Visit these areas at the same time. This will save you time and money, since additional trips may not be necessary. This will also help us, since you should finish sooner.

In summary, it can be seen from these definitions that HU or DU refers specifically to the physical location (or rooms) in which the household is quartered. The household is all the occupants living in the housing unit.

If you find that the map is incorrect, i.e., new streets have been added or blocks are demolished, sketch and label the new streets, etc., within the original boundaries and call our office immediately for instructions.

Your area segments will be in many different kinds of areas: urban (city) areas, suburban areas and rural areas. The following hints will help you in locating the boundaries of your segments depending on the kind that you have:

- Urban (City) Area Segments -- Most often these are one or more city blocks with many multiple-unit structures and high-rise buildings. If you do not know where to find these blocks use the map attached to the segment to find major cross streets. Once you are nearby, ask residents or shopkeepers to direct you to the spot. Walk completely around, making sure you come to each street and corner shown in the sketch and at the same time are looking closely for addresses.

- Suburban Area Segments -- These are likely to be one or more blocks, although they will most probably contain single-family dwellings or low-rise structures. The houses may or may not be as compact as in urban segments, and addresses may be somewhat more difficult to find. In any case, your map should be helpful in directing you to the segment. Walk around to be certain you find all the corners and streets without difficulty.

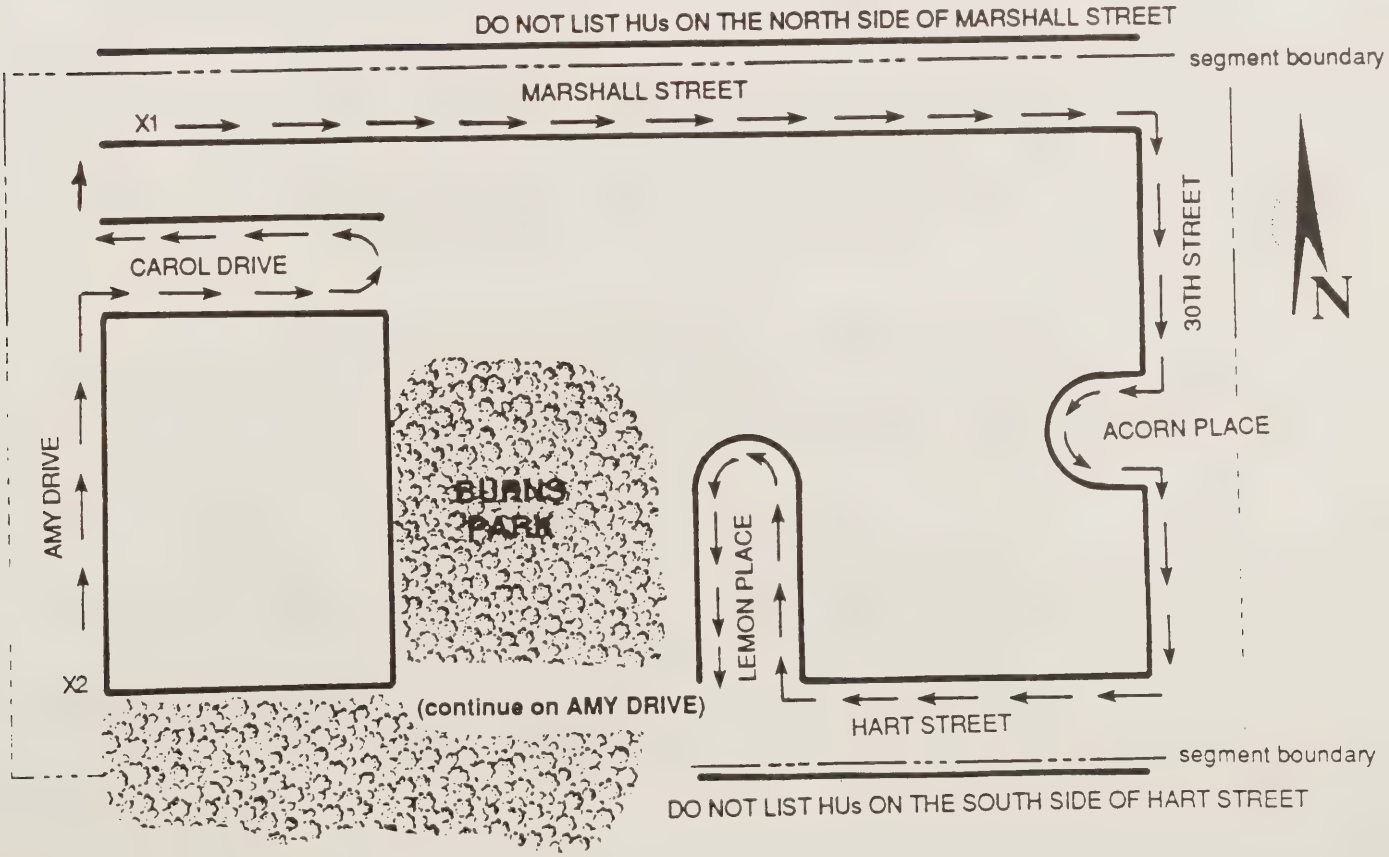
- Rural Area Segments -- In terms of locating the boundaries, these areas are likely to be the most difficult. Street signs may not be posted, addresses may not exist, and defined markers may be hard to find. Use your map to find the general vicinity. After that, ask local residents, if any, to direct you. Once there, draw a sketch yourself as you walk around. Your sketch should match the one sent to you from the office. If it doesn't, try to determine why there is a difference. It may be that you have drawn the boundaries incorrectly or that the home office has made a mistake. In any case, call the office to discuss the difference in the sketches.

your segment map, proceed clockwise around the block. Enter alleys, courts, or cross streets the first time you come to them, walking up one side until you reach the end or boundary and returning on the other side (see example on the following page). Check each structure where it appears that there might be more than one housing unit, to determine the actual number. Include vacant housing units that are intended for occupancy. List all dwelling units -- vacant as well as occupied -- on the side which falls inside your segment, but not those on the other side of the street.

The following sketch illustrates how to travel clockwise around a segment listing households as you come to them.

Segment Boundaries:
N - Marshall Street
E - 30th Street
S - Hart Street
W - Amy Drive

Place an X_1 where you start. In this example, the X_1 was placed and listing begun at the corner of Marshall Street and Amy Drive. An X_2 was placed on the corner of where Amy Drive met Burns Park.



D. Recording Information on the Segment Listing Form

Your listing of housing units must be sufficiently complete so that you, or any other interviewer, can find any HU at some later date. Sometimes it may be necessary to ask a resident about the neighborhood or specific housing units.

When making inquiries, do not use the term "housing unit"; this is a technical term for which we have a specific definition, which is not readily understood by the public. Instead, it may be helpful to ask questions such as: Is this a single-family house? Are there apartments?

1. Be Thorough and Neat -- Print Your Listings.

As you list, print the HU addresses or descriptions on the Segment Listing Form as neatly as possible. Do not write addresses. PRINT the street information on the form. Do not rewrite or type the listing after you return home. Many errors have been made during well-intentioned transfers of HU information from the Listing Form prepared in the field to a new Listing Form at home.

2. List Each HU on a Separate Line.

Use one and only one line for listing each HU. In a multiunit structure, for example, list each apartment on a separate line of the Segment Listing Form.

3. Record Unique Identification for Each HU.

Unique identification may be more than just a street name and number: "109 Floyd St., First Floor" distinguishes an HU separate from "109 Floyd St., Second Floor." If you cannot ascertain the location of an HU in a structure, do not guess. A unique identification always includes street name and a full address or description. In multiunit structures without A, B, C or another individual identifier, it is important to provide an exact location (e.g., "first floor on the left" or "rear of building on the right beside the garage door") so that the residence can be found later on.

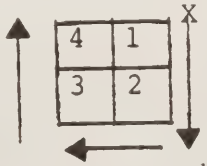
gable roof. Relatively permanent features, such as the position of doors, chimneys, garages and other buildings, distance back from the road, and so forth are other good descriptions. Descriptive features such as the color of the house or trim, lawn ornaments and children's swing sets are of little help.

d. **Identify HUs in Multiunit Buildings Clearly.**

When you can see from outside that a building contains more than one HU, list each HU separately in an orderly fashion. A unique identification of these HUs requires an apartment number, letter or description locating the HU within the building. Inquire about the number of HUs and specifically identify each HU in every multiunit building. If an HU does not have an apartment number or letter, give the location inside the building, or even better, the location of the door which would normally be used by a visitor at the HU. Sometimes these are fairly obvious; if they are not, consult the manager or some other responsible person regarding the number and location of HUs in the building. When this is impractical, determine as best you can the number of HUs and list the building address on the number of lines corresponding to that number.

Listing HUs in a multiunit structure requires some systematic procedure to ensure that each HU is listed once and only once. One or a combination of the following rules will satisfy most situations:

- List by number or by letter.
- List by floors, from basement to attic.
- If there are several unnumbered units on a floor, begin at the right rear then go to the right front, then the left as you face the building.



- If necessary, draw a rough floor plan to show the locations of unnumbered units.
- Be sure to obtain management information for all locked multiunit buildings.

5. **Trailers, Trailer Courts or Parks**

If a trailer court or park is nontransient and nonseasonal, list each established space, whether or not it is currently occupied by a trailer. Trailer parks usually have specified spaces with electric and sewage facilities at definite locations.

If a trailer court or park is transient and/or seasonal, list any manager's or custodian's quarters that you find.

All residential trailers with permanent foundations or permanent electric and sewage tie-ins are to be listed, whether or not they are occupied. Trailers which do not meet these criteria, that is, they are not permanent, are to be listed only if they are occupied.

6. **HUs in Buildings Used for Nonresidential Purposes**

Even if a building appears to be strictly commercial, it may contain HUs above or behind shops and stores; the storekeepers may have their living quarters in such places, or extra space may have been converted into apartments. In churches, private schools, etc., there may be living quarters for janitors or maintenance personnel. Occasionally, manufacturing facilities or warehouse structures will contain quarters for watchmen. List all such quarters if they meet the definition of an HU.

7. **Temporary Nonresidential Use of HUs**

Dwellings are sometimes used temporarily for other purposes, such as professional offices or storage, and you are to list these units. Quarters which have been permanently converted for some other use, of course, are no longer HUs.

8. **Vacant or Dilapidated HUs**

The general rule is to list vacant HUs. If there are several in the same building, list each one separately. The rules for listing vacant living quarters are similar to those for listing occupied quarters.

11. **Rooming Houses**

The rule here is to determine the number of boarders and follow the rules below:

IF	PROCEDURE
• Householder/superintendent plus 9 or more persons (boarders) unrelated to the person in charge	- List only householder/superintendent's HU if he/she eats separately from boarders, and his/her quarters meet the definition of an HU - Do not list if householder/superintendent and boarders all eat together. This qualifies as group quarters
• Householder/superintendent plus 8 or fewer persons (boarders) unrelated to the person in charge	- List each person's HU separately if each meets HU definition - List rooming house on one line only if they all share same cooking facilities

12. **Seasonal Housing**

If you determine that scattered cottages, hunting lodges, migratory labor housing and similar units meet the HU definition, list each unit on a separate line of the Listing Form. In addition, record "Seasonal" in RED for each such unit.

13. **Indian Reservations**

Do list all private housing units on Indian reservations.

14. **Military Installations**

We do not include military installations in our sample surveys, and even though there may be HUs for civilian personnel on military bases, do not list them. If a segment falls entirely within a military installation, make a note on the segment and return it to our office. If some portion of the segment is not within the military boundaries, please indicate what part is military and list the remaining units as you would normally do.

In review, the important points are:

1. Make sure you stay within your segment boundaries.
2. List all housing units within these boundaries <u>including vacants</u> fit for habitation.
3. List only one dwelling unit to a line.
4. <u>Print</u> address information -- do not write.
5. Do <u>not</u> skip a line, or leave a blank space, or write anything in it but an address or description.

DO NOT LIST	DO LIST
• Institutional living quarters such as those in dormatories, asylums, penitentiaries, reformatories, convalescent homes, homes for the aged, blind, deaf, or orphans, old soldiers' homes, convents, hospitals, nurses' homes, private residential clubs, fraternities, YMCAs and YWCAs, etc.	• Institutional living quarters for resident employees in buildings containing living quarters for only staff members
• Hotel living quarters for transients; barracks for workers	• Hotel living quarters if they have cooking facilities and are intended for occupancy by <u>permanent</u> residents (e.g., efficiency apartments)
• Rooming house (living quarters of managing family) if there are nine or more boarders unrelated to the person in charge and the manager lives and eats with the boarders	• The living quarters of the owner or manager of a <u>rooming house</u> with <u>less than nine boarders</u> The living quarters of the owner or manager of a <u>rooming house</u> with <u>nine or more boarders only</u> if the manager lives and eats separately from the boarders
• Business facility of any type (e.g., store on first floor of multiunit building)	• Apartments or HUs in the same building if there are any

Each completely listed segment returned to National Analysts should include:

- Segment sketch, including the X where you started listing
- Accompanying map showing location of the segment
- Segment Identification Form
- Segment Listing Forms (Do not forget to count the remaining households in the segment which are unlisted in the rare case that you have run out of Listing Forms, i.e., there are more than 200 households).

Q.3 Please circle one code indicating whether each statement is "true" or "false."

	True	False
1. There is only one housing unit to every house	1	2
2. You are always to list 200 HUs -- no more and no less	1	2
3. At the starting point which you designated on the map, you are to proceed in a counterclockwise direction around the perimeter of the segment and then list any side streets	1	2
4. Each housing unit contains only one family	1	2
5. In a boarding house, the owner occupies the first floor, and his nine boarders use the bedrooms upstairs. The owner lives and eats separately from the roomers and, therefore, his quarters should be listed	1	2
6. A foster child living with a family is not considered part of that family	1	2
7. If there are no housing units in the designated area segment, you must list the HUs in the area adjacent to it	1	2
8. You always list one housing unit per line on the Segment Listing Form	1	2
9. If the living quarters have no direct entrance from the street and their only access is through another's yard, they should not be listed separately	1	2
10. If a church now gives meals and shelter to homeless people every night, it should be listed if the meals are cooked on the premises.	1	2
11. To list an apartment building, you first record the basement apartments, then the units on the first floor and continue up, recording the apartments on the top floor last.	1	2
12. A physical description of the dwelling can be used if there is no street address to record.	1	2

APPENDIX A

SAMPLE LISTING MATERIALS

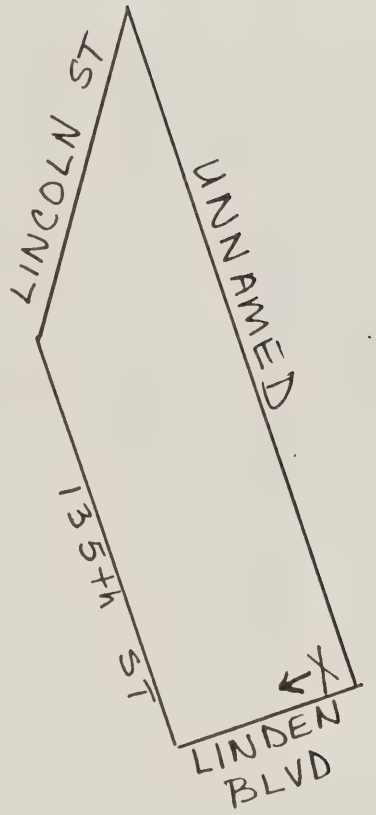
STUDY 2-100

PLACE QUEENS

COUNTY QUEENS

STATE NY

SEGMENT NUMBER 08001



NATIONAL ANALYSTS

VERIFIED BY:

CSFII
SEGMENT LISTING FORM

INTERVIEWER NAME: John Rothschild
DATE LISTED: 12/13/88

SEGMENT #: C1001
POST OFFICE: [illegible]
ZIP CODE: 10035

Housing Unit Number	Address of Description of Housing Unit	Apt. No.	Sample Housing Unit
001	101 Linden Blvd.		
002	103 Linden Blvd.		
003	105 Linden Blvd.		
004	107 Linden Blvd.		
005	109 Linden Blvd		
006	4222 135th St.	1A	
007	4222 135th St.	2A	
008	4224 135th St front		
009	4224 135th St. back (entrance between 4224 and 4226)		
010	4226 135th St.		
011	One story stone house corner of 135th & Linden		
012	110 Lincoln		
013	112 Lincoln		
014	114 Lincoln (under construction)		
015	116 Lincoln first floor	A	
016	116 Lincoln second floor	B	
017	116 Lincoln third floor	C	
018	113 Lincoln - 2 story white house on corner about ½ mile from the road		
019	Unnamed - this is a paved road with no houses in segment containing school		
020			

4. Does this segment contain any high-rise apartment buildings or other living quarters to which it may be difficult for an interviewer to gain entrance?

Yes [1] No [2]

OWNER/RENTING AGENT	NAME OF BUILDING	STREET ADDRESS	TELEPHONE #
1.			
2.			
3.			

5. What percent of the segment is:

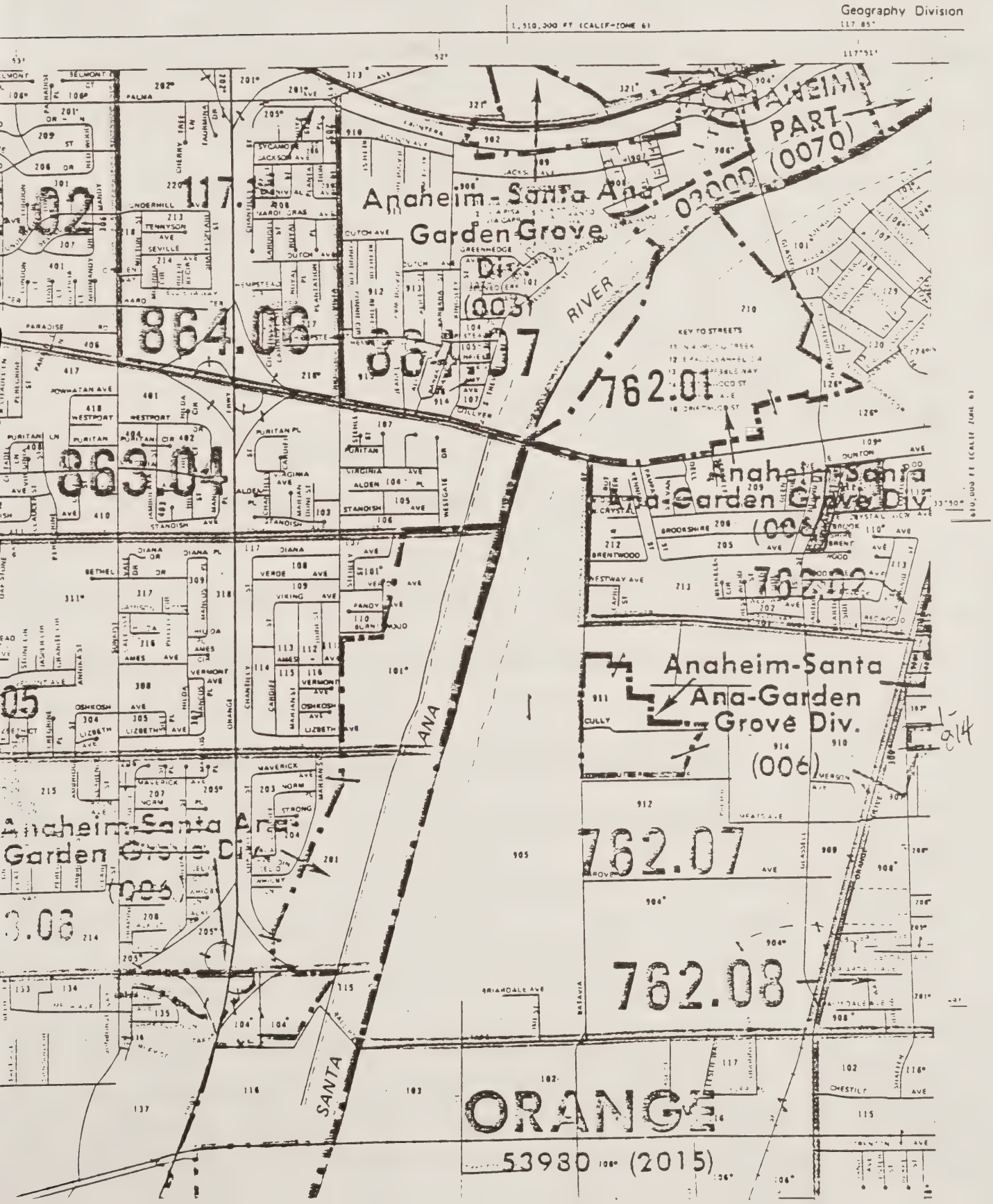
INCOME		RACE		HOUSING UNIT OCCUPANCY	
Wealthy or well off	0 %	Black	50 %	Occupied by same persons year round	100 %
Middle-income	50 %	White	25 %	Occupied by vacationers, tourists, etc.	0 %
Poor or low-income	50 %	Other (SPECIFY) Asian	25		
TOTAL	100%	TOTAL	100%	TOTAL	100%

6. What language, other than English, is spoken by people in this segment?

English only [1] Other (SPECIFY) Thai [2]

7. COMMENTS -- Please tell us anything that you think might be useful for conducting interviews in this area:

BUREAU OF THE CENSUS
Geography Division



CSFII
SEGMENT LISTING FORM
(CONTINUED)

Housing Unit Number	Address of Description of Housing Unit	Apt. No.	Sample Housing Unit
021	826 Glassel St.		
022	828 Glassel St. - entrance in back of house		
023	12 E. Dunton Ave.		
024	14 E. Dunton Ave.		
025	16 E. Dunton Ave		
026	unnumbered garage apt. in back of 16 E. Dunton Ave.		
027	18 E. Dunton Ave.		
028	20 E. Dunton Ave		
029	22 E. Dunton Ave		
030	829 Beechwood - right half of duplex		
031	829 Beechwood - left half of duplex		
032	827 Beechwood		
033	825 Beechwood - right half of duplex		
034	825 Beechwood - left half of duplex		
035			
036			
037			
038			
039			
040			

4. Does this segment contain any high-rise apartment buildings or other living quarters to which it may be difficult for an interviewer to gain entrance?

Yes [1] ▼ No [(2)]

OWNER/RENTING AGENT	NAME OF BUILDING	STREET ADDRESS	TELEPHONE #
1.			
2.			
3.			

5. What percent of the segment is:

INCOME		RACE		HOUSING UNIT OCCUPANCY	
Wealthy or well off	40 %	Black	10 %	Occupied by same persons year round	100 %
Middle-income	60 %	White	90 %	Occupied by vacationers, tourists, etc.	%
Poor or low-income	0 %	Other (SPECIFY) _____	0		
TOTAL	100%	TOTAL	100%	TOTAL	100%

6. What language, other than English, is spoken by people in this segment?

English only [(1)] Other (SPECIFY)_____ [2]

7. COMMENTS -- Please tell us anything that you think might be useful for conducting interviews in this area:

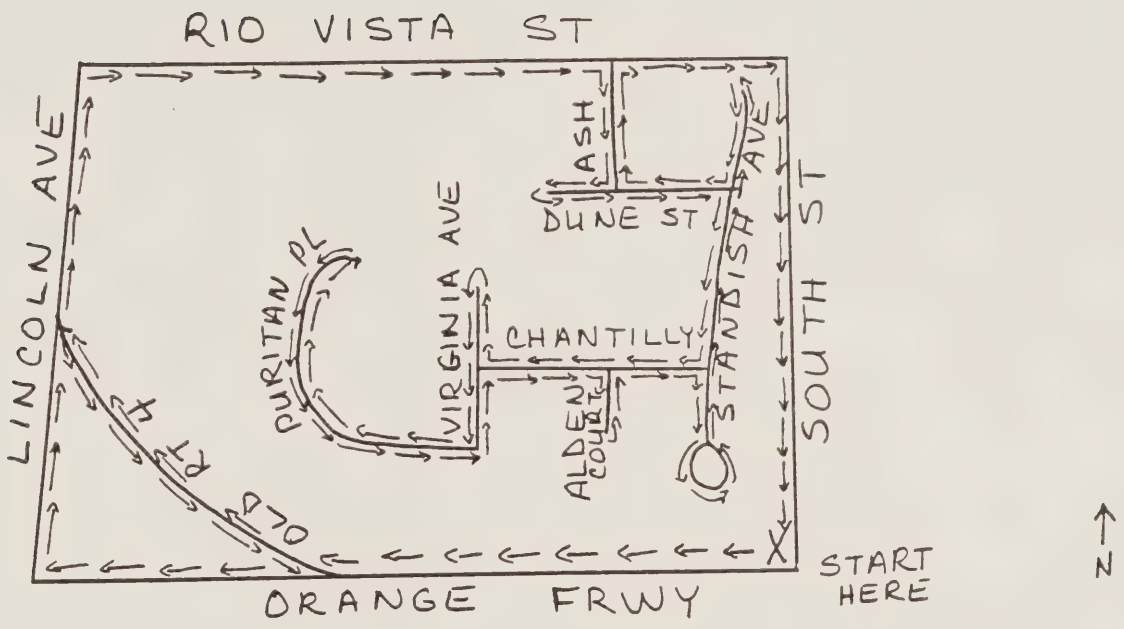
The area is patrolled by private police, should alert them before attempting to do interviews

APPENDIX B

ANSWERS TO QUIZ

Answers to Quiz

Q.1



Q.2

1. 1
2. 1
3. List if separate quarters for nine or fewer persons. Do not list if "bunkhouse" or group living arrangements only.
4. 1
5. 2
6. List both units
7. 2
8. 1
9. List only units with separate kitchen facilities.
10. 1
11. 1
12. List if converted into living quarters. Do not list if fixed up for other uses.

Q.3

1. 2
2. 2
3. 2
4. 2
5. 1
6. 2
7. 2
8. 1
9. 2
10. 2
11. 1
12. 1

Q.4

1. 1, 2, 1
2. 2, 2, 2
3. 1, 2, 1
4. 1, 2, 2

USDA CSFII 1989
- Dress Rehearsal Training Conference -
Agenda

DAY 1

Time	Activity
8:30 AM - 9:00 AM	Sign In and Set Up
9:00 AM - 9:45 AM	Introductions and Orientation
9:45 AM - 10:30 AM	Introduction to Screening Forms
10:30 AM - 10:45 AM	Break
10:45 AM - 12:30 PM	Introduction to CSFII Household Questionnaire
12:30 PM - 1:30 PM	Lunch
1:30 PM - 3:30 PM	Introduction to Individual Intake Recording
3:30 PM - 3:45 PM	Break
3:45 PM - 4:45 PM	Practice Intake Record
4:45 PM - 5:00 PM	Homework Assignment

DAY 2

8:30 AM - 9:00 AM	Set Up
9:00 AM - 10:30 AM	Intake Recording Drill
10:30 AM - 10:45 AM	Break
10:45 AM - 12:30 PM	Role Play I
12:30 PM - 1:30 PM	Lunch
1:30 PM - 3:30 PM	Practice Interview
3:30 PM - 3:45 PM	Break
3:45 PM - 4:45 PM	Introduction to DHK
4:45 PM - 5:00 PM	Homework Assignment

(Continued)

USDA CSFII 1989
- Dress Rehearsal Training Conference -
Agenda

(Continued)

DAY 3

Time	Activity
8:30 AM - 9:00 AM	Set Up
9:00 AM - 10:00 AM	One-on-One Review
10:00 AM - 10:30 AM	Group Review
10:30 AM - 10:45 AM	Break
10:45 AM - 12:30 PM	Role Play II
12:30 PM - 1:30 PM	Lunch
1:30 PM - 2:30 PM	Sampling and Nonresponse Issues
2:30 PM - 3:30 PM	Overview
3:30 PM - 3:45 PM	Break
3:45 PM On	Review and Summation

NATIONAL ANALYSTS
A Division of Booz• Allen
& Hamilton Inc.

Study No. 09010 - 073 - 001

CONTINUING SURVEY OF FOOD INTAKE BY INDIVIDUALS 1989

- INTERVIEWER INSTRUCTION MANUAL -

conducted for

UNITED STATES DEPARTMENT OF AGRICULTURE



TABLE OF CONTENTS

		Page #
I.	INTRODUCTION	1
II.	TASKS OF THE SURVEY	3
III.	SAMPLING PROCEDURES: IDENTIFYING SAMPLE HOUSEHOLDS	5
	A. Overview	5
	B. Working the Area Segment	5
	C. Updating the Segment Listing Sheets	10
IV.	SCREENING SAMPLE HOUSEHOLDS AND INDUCTING ELIGIBLE HOUSEHOLDS INTO THE SURVEY	14
	A. Identifying and Using Screening Forms	14
	B. Determining Which Households Are to Be Screened	15
	C. When and How Many Contacts Should Be Attempted	15
	D. Tips for Making Your Contacts Successful.	15
	E. Selecting the Appropriate Screening and and Interview Respondent	16
	F. Conducting Screenings and Identifying Eligible Households	17
	G. Inviting Eligible Households to Participate	19
V.	SCREENING FORM QUESTION-BY-QUESTION INSTRUCTIONS	20
	A. Completing the Identifying Information on the Cover	20
	B. Reading the Introduction	21
	C. Screening Question Instructions	22
	D. Result of Call Records: Screening Form and Household Questionnaire	24
	E. Completing the Nonresponse Questions	30
	F. Completing the Transmittal Form	32

TABLE OF CONTENTS
(Continued)

		Page #
VI.	CONDUCTING THE HOUSEHOLD INTERVIEW AND COMPLETING THE INTAKE RECORDS.....	34
	A. Conducting the Household Interview.....	34
	B. Completing the Intake Records.....	37
VII.	HOUSEHOLD QUESTIONNAIRE: QUESTION-BY-QUESTION INSTRUCTIONS.....	40
	A. Identifying Data and Introduction.....	40
	B. Food Shopping and Expenditure Patterns...	41
	C. Household Composition Questions.....	42
	D. Work History.....	45
	E. Housing Unit Question.....	46
	F. Meal Planning/Preparing.....	47
	G. Pregnancy, Breast-Feeding and WIC-Related Questions.....	47
	H. School Breakfast and Lunch Programs.....	48
	I. Household and Financial Questions.....	49
	J. Food Stamp Program Questions.....	52
	K. Final Questions on Surplus Food, and Drinking Water.....	53
VIII.	INDIVIDUAL INTAKE RECORDS -- GENERAL INFORMATION.....	55
	A. Administration.....	55
	B. The Food Instruction Booklet (FIB).....	55
	C. Measurement Methods.....	61
	D. Do's and Don'ts for Recording Individual Intake Records.....	65
	E. The Seven-Digit Food Code -- What Does It Mean?.....	68
	F. Some Food Terminology.....	70
IX.	DAY ONE INDIVIDUAL INTAKE RECORD -- QUESTION-BY-QUESTION INSTRUCTIONS.....	71
	A. Identifying Information and Introduction -- Front Cover.....	71
	B. Overview.....	72
	C. Question-by-Question Instructions.....	73
	D. Example of Completed Intake Record (Q's 1 to 12).....	85

TABLE OF CONTENTS
(Continued)

		Page #
X.	DAY TWO AND DAY THREE INDIVIDUAL INTAKE RECORD -- QUESTION-BY-QUESTION INSTRUCTIONS..	87
XI.	PROCEDURES SUMMARY AND REQUIRED MATERIALS....	89
	A. Summary of Field Procedures.....	89
	B. Materials For Screenings/Interviews.....	89
XII.	ON-SITE FIELD EDITING GUIDELINES.....	92
XIII.	DIET AND HEALTH KNOWLEDGE QUESTIONNAIRE.....	94
	A. Overview.....	94
	B. Respondent for the DHK Interview.....	94
	C. Where and When to Interview.....	94
	D. Conducting the Interview.....	95
	E. Question-by-Question Instructions.....	98
APPENDICES.....		108

NATIONAL ANALYSTS
A Division of Booz • Allen & Hamilton Inc.

Study No. 09010 - 073 - 001

CONTINUING SURVEY OF FOOD INTAKES BY INDIVIDUALS 1989

- PRECONFERENCE INTRODUCTION -

conducted for

UNITED STATES DEPARTMENT OF AGRICULTURE



TABLE OF CONTENTS

		Page
I.	BACKGROUND AND OBJECTIVES	1
II.	DESCRIPTION OF NATIONAL ANALYSTS	2
III.	OUTLINE OF SURVEY TASKS	3
IV.	GENERAL INTERVIEWING INSTRUCTIONS	6
	A. General Preparation Instructions	6
	B. General Questionnaire Reading Guides	7
	C. General Questionnaire Recording Conventions	15
	D. General Guidelines	17
V.	FOOD INTAKE REPORTING	19
	A. Intake Reporting	19
	B. Unusual or Uncommon Foods	21
	C. Reporting Quantities of Food Consumed	21

I. BACKGROUND AND OBJECTIVES

Welcome to the Continuing Survey of Food Intake by Individuals (CSFII) for 1989. You are about to undertake an exciting and challenging research endeavor. The United States Department of Agriculture (USDA) is sponsoring this project focused on American patterns of diet and food consumption. As the world's leading experts in nutrition monitoring, food composition analysis and public feeding programs, USDA is devoted to gathering valid and accurate food intake information. USDA's experience with this effort dates back to 1936 when the first national food survey was launched. Since then, USDA has conducted many national surveys, all of which have contributed to the current standards set for food consumption research in the U.S. and worldwide.

In 1985 and, again, in 1986, National Analysts assisted USDA in setting up the first trial CSFII study. Many of you contributed to that effort. Much of what we learned from those surveys have directed the planning and design of the current CSFII. If it is as successful as we expect this survey to be, then the CSFII will be repeated every year for the next four years. If you perform as well as we expect you will, you can be a part of that effort every year.

This study is designed to fulfill two key objectives:

- Provide information about the things American families eat and drink either at home or away from home
- Identify homemakers' knowledge and opinions about diet, health, food safety and related issues

The survey will also provide information that will enable researchers to find out why people with different educational, income, age and family characteristics eat as they do. Moreover, interviews will be collected from a variety of households, representing all geographic areas of the United States on every day of the week and every day of the year. Lastly, the survey will be performed in such a way that it can be compared with previous USDA efforts and other studies sponsored by federal agencies.

It will be exciting for all of us to participate in a survey of this magnitude, both because of the significance of the information being obtained and because of the challenge presented by the proposed design.

II. DESCRIPTION OF NATIONAL ANALYSTS

National Analysts, one of the largest and most respected survey research companies in the country, was established in 1943. It is a division of Booz·Allen & Hamilton Inc., a diversified management consulting firm. Our main office is located in Philadelphia, Pennsylvania. Our Philadelphia office is comprised of a study direction staff and three operating departments that house more than 120 professionals.

The study direction staff is responsible for crafting and designing questionnaires, reports and interviewer manuals. The Sampling Department is responsible for ensuring that interviewing sites are dispersed systematically and scientifically in this survey, across all of the United States. The Field Department, of which you are a part, is responsible for collecting the data within a specified time period. Internal Field Administrators recruit, train and monitor interviewer performance. The Computer Operations Department takes the lead in developing the software packages used for data analysis. They take the information you collect in the field, reduce it to numerical form, edit and manipulate it then combine it so that various types of analyses can be performed and reports can be written.

Since National Analysts began, more than 45 years ago, it has conducted more than 4,000 scientific, socioeconomic and marketing surveys for governmental agencies, universities, foundations and private industry. These studies have ranged from opinion surveys about tourism in the U.S. to enumeration surveys of the number of people who have certain kinds of diseases.

We take special pride in ourselves and the quality of work performed by our internal staff and those we employ in the field. We recognize that the quality of the data we analyze can only be as good as that obtained by our interviewing staff. In this respect, we look to you to be our eyes and ears when recording exactly what people say in response to the questions we ask.

We have worked in the field of food consumption research continuously for the past 12 years. Many of you have contributed importantly to our success in these prior assignments. We look to all of you, after your thorough training and preparation for this phase of CSFII, to uphold this standard of excellence.

III. OUTLINE OF SURVEY TASKS

To give you a flavor of your activities in this project, we have briefly outlined the survey tasks associated with CSFII. We will cover these topics in detail in the training conferences and they will be explained further in the interviewer's manual you will be given upon arrival at the training sessions. You will get more value out of the session if you are well grounded in the requirements of this project, so please read this section carefully several times before coming to the conference.

Your first task will be to go to the area where your survey households are located and to identify the housing units that you are to contact. You will be supplied with maps, addresses and descriptions of the housing units you are to visit. You may attempt an interview at only these locations -- no other addresses may be contacted or substituted for the designated housing units.

Once you have found the address of the designated sample housing unit, you are to go to the door and conduct a screening interview with an adult member of that household, preferably the person who plans and prepares the meals for the family. A screening interview is a short interview (not more than three to five minutes) used to determine whether or not the household is eligible to take part in the survey. In part of the sample, all of the households where you conduct a screening will be eligible for interview, if they are a private residence. In the other part of the sample, only those households whose family size and income meet specific criteria will qualify to take part.

Once you have qualified a household, you will complete an interview with the meal planner/preparer. This is the person in the house who is in charge of meals and is most knowledgeable about the foods served in the home. The woman of the house often fulfills this role and is a good source of other household information as well.

You will attempt to complete the interview immediately after the screening is over -- but you may make an appointment to conduct the interview later if that is more convenient for the respondent. The interview consists of several parts. First, there are general questions about the people in the house, the household characteristics, participation in food programs (e.g., food stamps) and related matters.

The second part of the interview focuses on individual food consumption by all members of the family. Here you will use what are called Individual Intake Records. Basically, this portion of the survey collects an inventory of all the foods and beverages consumed by each individual in the household during a three-day period. You will complete a Day One Intake Record for every household member summarizing the food each ate the day before the interview. Then, you will explain how Intake Records are completed, and you will start the recording on this form and leave a Day Two and Day Three Intake Record for each household member to finish completing on his/her own. Before leaving, you will make an appointment for the third and final part of the interview, that is, picking up and reviewing the Day Two and Three Intake Records after they have been completed. (The first interview will average about 1-1/4 hours, while the second should not last more than 30 minutes, on average.)

USDA has authorized us to present each participating household with a set of stainless steel measuring cups and spoons and a plastic ruler. These will be helpful to you in two ways: they act as an extra incentive for households to participate, and they are extremely useful when completing the Individual Intake Records just discussed. Instructions for using the measuring devices during the interview will be covered during the conference.

To finalize this part of the CSFII fieldwork, you will:

- Pick up the Day Two and Three Intake Records left with sample households
- Review/Edit these records and all other documents to ensure they are complete and accurate
- Mail the entire set of materials (e.g., Household Interview, Screening Form, Intake Records) to National Analysts immediately

In all participating households, we will recontact the meal planner/preparer about one month later and complete another brief interview on her attitudes, practices and knowledge regarding nutrition, diet, health and related topics. For many, this interview will be completed by telephone from a central location in the Philadelphia area. However, you will be called on to revisit the household and complete an interview in person with those households without telephones.

You can see from this outline that there are a number of different things for you to learn before you begin your assignment. The conference is scheduled to last three days just for that reason. Although the survey is challenging, it really consists of a number of simple parts. We intend to take each part of the survey and discuss it thoroughly, and then practice the interview process as a whole.

The remainder of this manual is devoted to 1) general rules for working with questionnaires and 2) some important details about describing and quantifying foods. If you study these sections before the conference, you will be well prepared to follow the training schedule.

IV. GENERAL INTERVIEWING INSTRUCTIONS

This section explains the general rules and conventions that are to be used when administering any of the interview documents used in this study. Some of these procedures, such as using a #2 lead pencil and not erasing, are unique to this study. Other National Analysts conventions, such as instructions about when to read the answer categories to respondents, are applicable to any NA field project. Because there is so much information to cover at the conference, we expect all interviewers, both new and experienced, to be familiar with these basic conventions when they arrive. In this way, more time can be spent on the art of conducting food interviews and the specifics of your assignment, rather than general interviewing instructions.

A. General Preparation Instructions

1. Know your introduction thoroughly so you can look at respondents, smile and tell them who you are and why you are there (purpose of the study). Assure respondents that all information is combined into statistical tables (i.e., summaries of groups, not individuals) and that their opinions and information are confidential. This is the time that lasting impressions are formed. Most definitely sound sincere and enthusiastic about what you are doing.

2. Know your work thoroughly. If you have any questions, call your Field Administrator before you start. Because you will be interviewing using lots of different forms, it is essential that you are familiar and comfortable with each interviewing piece to be used in the survey. Don't make the mistake of arriving in your interviewing area without enough materials to complete all your screenings and all sections of your interviews.

3. Keep all information you gather strictly confidential. The information you collect as an interviewer must never be repeated to anyone. You are never to reveal the identity of a respondent, and you are not to divulge or use information you obtain as an interviewer for any other purpose.

B. General Questionnaire Reading Guides

4. Read each question exactly as it is written. Even though you can think of another way to say the same thing, read each question exactly the way it is printed on the questionnaire. Since each question is carefully tested and refined before it is included, it is important that each question be read to the respondent exactly as it appears. Questions should be read in a calm, even tone of voice. By varying the emphasis of a phrase, you can alter the meaning of the question.

5. Read each question through until you come to a question mark. The general rule to follow is to read a question all the way to the first question mark, then to pause and wait for the respondent to answer.

- When a question ends in a question mark (?), you read only the question; you do not read the answer categories. For example:

  Q. In what season of the year do you usually drink the most beer?

Spring	1
Summer	2
Fall	3
Winter	4

  You would read only "In what season of the year do you usually drink the most beer?" Wait for the respondent to answer and then circle the appropriate numeric code or codes.

- When a question ends in a colon (:), read both the question and the answer categories. For example:

  Q. In general, would you say your health is:

Excellent,	1
Very good,	2
Good,	3
Fair, or	4
Poor?	5

You would read this as one sentence, "In general, would you say your health is excellent, very good, good, fair or poor?"

- When a question mark appears after each answer category, wait for the respondent to answer before going on to the next answer category. For example:

  Q. Which, if any, of the following appliances does this household have in working condition:

	Yes	No
A range top (burners)?	1	2
An oven (for baking or roasting)?	1	2
A refrigerator?	1	2
A freezer or a refrigerator with a freezing section with its own outside door?	1	2
A hot plate or electric frypan?	1	2
A microwave oven?	1	2

The way you read this question is, "Which, if any, of the following appliances does this household have in working condition: A range top or burners?" Stop reading and wait for the response. Then ask "An oven (for baking or roasting)?" Again, stop and wait for the response. Continue in this way until all categories are asked and you have recorded answers for each.

6. When a group of words is enclosed in parentheses and separated by slash marks, read only the word which is appropriate. For example:

   Q. During the school year, approximately how many times a week does (he/she) usually get a complete school lunch?

   If the respondent tells you that Jane attends a school which serves school lunches, you would ask "During the school year, approximately how many times a week does she usually get a complete school lunch?" Whenever this kind of instruction occurs, you will know which set of words to use by the information you obtained in the previous question or questions.

7. Words in a question that are underlined are read with emphasis. For example:

   Q. How tall are you without shoes?

   When reading this question, you would emphasize the word "without."

8. When instructions ask you to PROBE, you are to aid the respondent in giving you the correct information. You can, and should, say things that will help the respondent to remember information, without suggesting that there is anything wrong about what has already been said.

   Experience has shown us that a respondent who feels you disapprove of his or her answers is likely to withhold information. When you probe, it is not to challenge the respondent's words, but merely to increase the accuracy or the detail of the answer.

   In the CSFII 1989, PROBES are used for one of three reasons:

   - To increase the completeness of a response -- a respondent tells you he or she had a cup of coffee; you probe to see if cream or sugar was added.

- To increase the clarity of a response -- a respondent tells you he or she ate steak; you probe to see if that was beefsteak, pork steak or some other kind of meat.

- To check the reasonableness of a response -- a respondent tells you he or she bought three loaves of bread at 15¢ a loaf. You probe to see if the respondent is remembering the correct price.

There are two forms of probes used in CSFII.

- Structured probes give you the standard wording that must be used when asking the respondent to think more about the question.

  Q. What cleanliness or sanitation features do you think are important at stores that sell already prepared foods, that is, foods that are sold hot or cooked and then refrigerated? (PROBE: What other features?)

  Here you would read the question through to the first question mark (?), then stop and write down everything the respondent says, exactly how he or she says it. When the respondent finishes, then you would say: "What other features?" wait and record his or her answers. Continue using this standard probe until the respondent has nothing else to add.

  When recording the respondent's answer to a probe, put in (P) to show that you used the standard probe. Therefore, your recording of the answer to the sanitation question might look like this:

  > The refrigerator cases where the food is stored must be clean and cool (P) and the people handling the food should look tidy and clean (P) and the food should be wrapped (P) that's all.

- Unstructured probes do not give exact words but are your guide to ask the respondent to think more about the question. If only the word "PROBE" appears in the question, you are free to improvise the follow-up question. This should be as neutral and nonjudgmental a question as possible. For example, suppose a

respondent has just reported his/her first eating occasion as 3:00 PM. A good probe would be:

"Did you eat or drink anything before that time in the afternoon?"

Or

"Is that the first eating occasion on Friday?"

Both of these statements, delivered quietly, ask the respondent to check his or her memory.

Examples of poor probes would be:

"Don't you eat breakfast?"

"Why didn't you eat earlier?"

"Is that all you ever eat?"

"Do you always start eating so late in the day?"

These questions are different from the first probes because they may appear to challenge the respondent's answer.

9. Ask some questions of all respondents and ask others only if specific responses were obtained in earlier questions. If there is a circle around the question number, like this --(8)-- the question is asked of everyone. Every respondent is asked that question; it is never omitted. Questions that are not circled are asked only of some respondents.

Note that if you go past a circled question number without asking the respondent the question, then you have done something wrong. When this happens, go back to the previous question number that is circled and start again from that point.

10. The word "SKIP" tells you which question to ask the respondent next. The next question to be asked is dependent upon the respondent's answer to the question with the SKIP instruction in it. A series of questions which involve the SKIP instruction appears below.

(79.) Does anyone in this household operate a farm or ranch?

	Yes	1
(SKIP TO Q.81)	No	(2)

80. During the past calendar year (1988), did sales of crops, livestock and other farm products from this place amount to $1,000 or more?

Yes	1
No	2

(81.) (SHOW CARD E) During the past year, have you obtained information on nutrition from:

(READ)	Yes	No
A doctor, nurse or other health professional?	(1)	2
A nutritionist, dietitian, home economist, or extension agent?	1	(2)
Relatives or friends?	(1)	2
Radio or television?	(1)	2
Newspapers, magazines, or books?	(1)	2
Government of health organization publications?	1	(2)
Food company publications?	1	(2)
Food packages or labels?	1	(2)

In this example, respondents are asked Q.80 only if someone in their household owns or operates a farm or ranch. If no one in the family owns or operates a farm or ranch, then SKIP to Q.81. The skip instruction tells you to ask Q.81 next and skip all questions in between.

11. Instructions to the interviewer are always typed in CAPITAL LETTERS. These instructions are never read to a respondent. Instructions are used in several different places throughout the questionnaire.

- Instructions may be enclosed in parentheses and printed next to an answer category:

Q. Is there anyone in this household that is of a different race than the male or female head?

	Yes	1
(SKIP TO Q.25)	No	2

- Instructions may be enclosed in parentheses and follow a question:

Q. How much rent is paid for this dwelling? (ENTER AMOUNT AND CIRCLE A CODE)

	Per month	1
$_____.00	Per other time period (SPECIFY)	2

- Instructions may be set apart in a box:

LOOK AT COL. E ON FLAP.

- IF THERE ARE BOTH A MALE AND FEMALE HEAD
  - AND THE CODE NUMBERS IN COL. E ARE DIFFERENT, SKIP TO Q.24
  - IF THE CODE NUMBERS IN COL. E ARE THE SAME, ASK Q.23
- IF THERE IS ONLY A MALE OR A FEMALE HEAD, ASK Q.23

- Instructions will sometimes appear in the middle of a question.

  A question will have a word or words enclosed in parentheses within the question. If the words are written in capital letters, this tells you to substitute an appropriate word for those in parentheses. For example:

  Q. Does (CHILD'S NAME) attend a school which serves school lunches? These are complete lunches costing a fixed price every day.

  When you read this question to a respondent, you would substitute the name of child (e.g., "Does Jane attend a school which serves school lunches?"). You would then pause and record the respondent's answer. Then ask the same question about the next child if there is one (e.g., "Does Robert attend a school which serves school lunches?"). You would continue to read this question, substituting the name of each of the respondent's children living in the household.

- Instructions can sometimes come after a question.

  Notice that, in the example below, part of the statement following the instruction is not in capitals. This is because this statement is read to respondents and is not part of the instructions to the interviewer.

  Q. Is there a female head of household? (IF NECESSARY, SAY: For purposes of this survey, the female head of household is the woman who other household members think of as being in charge of household matters, that is, the woman of the house.)

  In this kind of question, the words in parentheses are sometimes not read at all. You read the part which is not in parentheses to the respondent in the usual way. However, if the respondent asks a question (e.g., "What do you mean by female head of household?"), you should read the noncapitalized words in the parentheses to him/her. Thus, you do not read the words in parentheses until the respondent asks for an explanation of the question; only then do you read the statement.

C. General Questionnaire Recording Conventions

12. Always use a pencil. Everything you write on the Household Questionnaires, Screening Forms and Intake Records must be written in pencil. Use a regular (#2) lead pencil for recording answers during the interview and use a blue pencil for any editing or notes you write after the interview. Press hard and write (or print) clearly. Never use ink.

13. Do not erase. If you record something incorrectly or if a respondent changes his/her mind, draw a line through the incorrect response and record the correction. For example:

Q. Think now about cooking and preparing foods. How many times per week do you yourself make the main meal of the day?

CIRCLE CODE 0 1 2 ~~3~~ 4 (5) 6 7

In this case, the respondent first said three times and then changed her mind and answered five times. The response is correctly recorded as shown above.

14. Circle the numbers or codes next to the answer categories in precoded questions. On the questionnaire, these codes always appear on the right-hand side of the answer categories. For example, in the household questionnaire, Question 2 looks like:

Q. In what kind of store is this major food shopping usually done? Is it:

(CIRCLE ONLY ONE)

A supermarket,	(1)
A small store, or	2
Someplace else?	3

Note that to record the answer to this question you would circle the code number. Never circle the words in the answer categories.

- Write in amounts when a quantity measure is specified.

Q. How much money has this household spent per week or per month during the last three months at the grocery store? Include purchases made with food stamps. (ENTER AMOUNT AND CIRCLE A CODE)

$75.00

Per week	(1)
Per month	2

The number "75" is recorded to indicate 75 dollars, and Code 1 is circled to indicate that it was an amount per week.

15. If a precoded question does not contain the answer categories you require, circle the code for the "Other" or "Something else" category and write in the respondent's answer. Some precoded questions have statements as part of answer choices such as "SPECIFY," "DESCRIBE," "EXPLAIN" or "NAME." If the answer given by the respondent does not fit into any of the previous answer categories, then use the "Other" category. First circle the code number (which is usually "0") and then write the answer which describes, specifies, explains or names the information provided. Be sure to record exactly what the respondent says. For example:

Q. Which of these activities best describes what (you were/he was/she was) doing most during the last week?

a. Working	1
b. Employed but not at work (e.g., on vacation, on strike, sick)	2
c. Looking for work or on layoff from a job	3
d. Attending school	4
e. Keeping house	5
f. Retired	6
g. Disabled, unable to work	7
h. Something else (SPECIFY:) Did volunteer work	(0)

Note that in this question you have three different ways to read the statement, depending on who you are asking about. You substitute the words "you were" when speaking about the respondent, use the phrase "he was" for a male member of the household and "she was" for a female member.

16. Whenever a question is skipped, put a slash through the questions which are not asked (see example on page 12). This tells us that the question is unanswered because of the instruction and not because you forgot to ask it.

D. General Guidelines

17. Use visual aids to help respondents only when the instructions direct you to use show cards. Visual aids in the form of "show cards" are sometimes used to assist respondents in selecting their answers from a predetermined set of answer categories. You will share these choices with respondents only when you see the instruction: "(SHOW CARD ___)" at the beginning of a question. For example:

    Q. (SHOW CARD C) Please tell me which of these comes closest to describing the work you do.

    First, hand the respondent the set of show cards open to the proper card. Let him or her study all the choices on the card. Then read the question and record the respondent's answer. Take the cards back from the respondent before beginning the next question and hold them until they are needed again.

    If the respondent appears to have a language problem, you may read the choices on the card aloud.

18. Use information recorded on "FLAPS" as aids in completing a smooth-flowing interview. A FLAP is an attachment to the front or last page of a questionnaire which is folded over like a book cover or book jacket when the questionnaire is closed. Once you begin the interview, you unfold the flap so that it can be seen at all times during the interview. On the flap you will record answers given at one point in the interview that are critical to later questioning. For example:

CHECK FLAP. IF ANY CHILDREN 3 YEARS OLD OR LESS, ASK Q's 58 TO 60 FOR EACH. ALL OTHERS, SKIP TO Q.61

Here you are to look at the information you previously recorded on the flap and check for the age of the children of the household. If there are no children 3 years old or less, you are to skip Questions 58 through 60 and go directly to Question 61.

19. Do not accept a quick "Don't know" response to any type of question. The "Don't know" response can mean that the respondent does not understand the question and says "Don't know" to avoid saying that he/she does not understand. It can also mean that the respondent simply needs more time to think, or it can mean that the respondent is afraid of giving the wrong answer. However, it could mean that the respondent really may not know or really may have no opinion on the question.

    If the immediate response is "Don't know," try to repeat the question or to probe for an answer. If you wait quietly -- but expectantly -- the respondent will usually think of something further to say. Other useful probes include: "What do you think?" "Just give me your best estimate," "Your guess would be better than mine" and "There's really no right or wrong answer to this question."

    Always try at least once to obtain a reply to a "Don't know" response before accepting it as the final answer. But be careful not to antagonize the respondent or force an answer if he or she repeats the "Don't know" response.

    If your probes are not successful, write "D.K." ("Don't know") next to the precoded answer on the questionnaire.

20. Do your work correctly; all interviews are verified by National Analysts staff with respondents. Please make sure you record all information accurately and thoroughly. All procedures and specifications must be followed exactly for you to be paid for your work. Review each completed document after you get home and before mailing it to us.

V. FOOD INTAKE REPORTING

The essence of this study is to discover what the American public is eating and how well nourished we are. To do this, nutrition analysts must have complete information about everything a person eats during the day from morning till night. Everything! This means you must probe for detailed information about all the food a person puts into his or her mouth. The more detailed the information, the better.

On the other hand, eating is an activity we do every day of our lives and most people don't think too much about it. Generally, they cannot spontaneously give you the inventory of their consumption even for the day before the interview. Most people don't know enough about the foods they eat to tell the analysts whether or not their levels of carotene-RE or preformed niacin are adequate.

To balance the analysts' needs for details against the average consumer's ability to recall and report these details, we have developed a semistructured, quasi-open-ended format for recording daily intake. You, the interviewer, will guide the respondent in remembering and reporting accurately about his/her food consumption so that we can translate these data into information for the analysts to process. We have created a standard format, interviewing aids and interviewer guidelines to help you in this task. Much of the training will focus on learning how to handle this Intake Record.

To prepare yourself for this task, we want you to read the following sections and begin thinking about how you would report the details of your daily intake to a nutritionist.

A. Intake Reporting

When completing the intake portion of the survey, you will be asking all members of the household to describe foods and beverages they personally consumed, either from home food supplies or while away, for a three-day period. To complete the Intake Record in its entirety, you will identify each of the respondent's "eating or drinking occasions," list and describe each food or beverage item and report the amount consumed. Describing all types of foods and beverages for this section is not as easy as it seems.

For example, a "slice of bread" at first glance would seem to describe what a person ate with his/her soup. It doesn't. First, it is necessary to know what kind of bread it was. Was it white, rye, whole wheat, pumpernickel or Italian? Second, what form was the bread in? Was it regular thickness or was it sliced thin? Was it eaten dry or with some kind of spread, such as butter or margarine? As you can see, describing foods can get rather complicated.

To help you describe the foods, you will receive a Food Instruction Booklet (FIB). The FIB is divided into food categories and contains all the questions you will need to ask in order to describe foods eaten and beverages drunk. In order to fully describe a food item, there are a number of questions you will ask and the respondent will answer about the type, preparation, form and brand name. Suppose, for example, the respondent had dessert with his/her meal. You would first ask the respondent, "What was the name of the food?" If he/she said "cake," you would turn to the dessert section of the FIB and ask the questions pertaining to cake. You would ask:

1. Name of cake? (Devil's food)

2. Did it have icing? (Chocolate) Filling? (No filling)

3. How many layers? (Two)

4. Was it made from a mix, a home recipe or ready-to-eat? (Ready-to-eat)

5. What was the brand name of the cake? (Sara Lee)

Just for practice, see if you can describe what you had for lunch yesterday. Always keep in mind that your task is to obtain a complete description of all the foods and beverages consumed by the respondent in one day. These descriptions must be complete and precise in order to be of any value to the study. While you may think there is not much difference between chicken eaten with skin as compared to chicken without skin, there is -- especially nutritionally.

B. Unusual or Uncommon Foods

In the course of this survey, you are certain to come across foods which you do not recognize. These foods may be items used only by certain ethnic groups, only in certain regions or by people on special diets. Some foods may be commercial items that are new on the market.

For any unfamiliar item, ask the respondent for a description so that you can picture the food. If you cannot picture the food while you are writing it down, it is likely our coding force will not be able to classify the food based on your description. If possible, ask to see package labels and copy down the name of the food, any description given, number and size of servings and list of ingredients.

C. Reporting Quantities of Food Consumed

One of the ways this study will be used is to determine the adequacy of our diets. In order to do this, the USDA must have accurate information not only about the kinds of foods we eat, but also the amount. There are several ways in which amounts of foods and beverages can be measured -- in pounds and ounces; quarts; cups; small, medium and large items. Not every measuring unit is appropriate for every food; for instance, fruit juice is measured in fluid ounces, cups or other volume measures, while roast beef is typically measured in pounds and ounces or small, medium and large slices.

The quantity of many foods can be measured by weight (pounds, grams) or by volume (tablespoons, cups). Most people have a clear idea what these measures mean. However, "ounce" is a unit of measure for both weight and volume. A weight ounce is not the same as a volume ounce.

When you refer to ounce as a measure of weight, you are talking about 1/16th of a pound. There are 16 of these ounces in one pound. When you refer to ounce as a volumetric measure you are talking about fluid amounts. For example, there are eight fluid ounces (fl. oz.) in one cup of a liquid, such as milk. Because one fluid ounce may weigh more or less than 1/16th of a pound, it is important that you keep the distinction clear in your mind and that you record weight and volume measures properly on the survey forms.

Did you know that the following different amount of foods all weigh one ounce?

- One-third of a medium hamburger patty
- One cup of Cheerios
- Three cups of popcorn!

Keep in mind, people can estimate volume ounces much more easily than weight ounces. In making dishes from recipes, we measure the volume of flour, salt, milk and other ingredients with measuring cups, teaspoons and tablespoons. Most recipes call for cups or fractions of cups, but some recipes call for fluid ounces, and some even say "ounces" when they mean "fluid ounces." Recipes list ingredients by weight only when they are purchased by weight (for example, a 12 oz. package of chocolate chips).

During the training conference for this study, you will be given specific instructions for reporting the amounts of foods consumed by each individual. In the meantime, think about the best way to describe the different foods or beverages you consume so that you can help a respondent to do the same thing.

* * * * *

No one expects each interviewer to be an expert in all the foods and beverages that exist or to memorize any definitions that we've covered here. We do expect, however, that you will be knowledgeable enough with the information and definitions in this manual to help respondents accurately describe what kind and how much food they used or ate. Since you will be interviewing in an area near your home, you can become familiar now with the kinds and prices of foods available locally. Those of us working with you on the survey have begun to take the time to notice details about foods just because of our growing interest in it. We have found that the more we notice, the more comfortable we are with the survey topics, and the better prepared we are to collect information from the field.

National Analysts
A Division of Booz•
Allen & Hamiliton Inc.

Study No. 09010 - 073 - 001

Continuing Survey of Food Intakes by Individuals, 1989

Interviewer Instruction Manual

Conducted for
United States Department of Agriculture

TABLE OF CONTENTS

		Page #
I.	INTRODUCTION	1
II.	TASKS OF THE SURVEY	3
III.	SAMPLING PROCEDURES: IDENTIFYING SAMPLE HOUSEHOLDS	5
	A. Overview	5
	B. Working the Area Segment	5
	C. Updating the Segment Listing Sheets	10
IV.	SCREENING SAMPLE HOUSEHOLDS AND INDUCTING ELIGIBLE HOUSEHOLDS INTO THE SURVEY	13
	A. Identifying and Using Screening Forms	13
	B. Determining Which Households Are to Be Screened	14
	C. When and How Many Contacts Should Be Attempted	14
	D. Tips for Making Your Contacts Successful	14
	E. Selecting the Appropriate Screening and and Interview Respondent	15
	F. Conducting Screenings and Identifying Eligible Households	16
	G. Inviting Eligible Households to Participate	18
V.	SCREENING FORM QUESTION-BY-QUESTION INSTRUCTIONS	19
	A. Completing the Identifying Information on the Cover	19
	B. Reading the Introduction	20
	C. Screening Question Instructions	21
	D. Result of Call Records: Screening Form and Household Questionnaire	23
	E. Completing the Nonresponse Questions	29
	F. Completing the Transmittal Form	31

TABLE OF CONTENTS
(Continued)

		Page #
VI.	CONDUCTING THE HOUSEHOLD INTERVIEW AND COMPLETING THE INTAKE RECORDS.....	33
	A. Conducting the Household Interview.....	33
	B. Completing the Intake Records.....	36
VII.	HOUSEHOLD QUESTIONNAIRE: QUESTION-BY-QUESTION INSTRUCTIONS.....	39
	A. Identifying Data and Introduction.....	39
	B. Food Shopping and Expenditure Patterns...	40
	C. Household Composition Questions.....	41
	D. Work History.....	44
	E. Housing Unit Question.....	45
	F. Meal Planning/Preparing.....	46
	G. Pregnancy, Breast-Feeding and WIC-Related Questions.....	46
	H. School Breakfast and Lunch Programs.....	47
	I. Household and Financial Questions.....	48
	J. Food Stamp Program Questions.....	51
	K. Final Questions on Surplus Food, and Drinking Water.....	52
VIII.	INDIVIDUAL INTAKE RECORDS -- GENERAL INFORMATION.....	54
	A. Administration.....	54
	B. The Food Instruction Booklet (FIB).....	54
	C. Measurement Methods.....	60
	D. Do's and Don'ts for Recording Individual Intake Records.....	64
	E. What Does the Coding Department Do with Food Descriptions?.....	67
	F. Some Food Terminology.....	69
IX.	DAY ONE INDIVIDUAL INTAKE RECORD -- QUESTION-BY-QUESTION INSTRUCTIONS.....	70
	A. Identifying Information and Introduction -- Front Cover.....	70
	B. Overview.....	71
	C. Question-by-Question Instructions.....	72

TABLE OF CONTENTS
(Continued)

		Page #
X.	DAY TWO AND DAY THREE INDIVIDUAL INTAKE RECORD -- QUESTION-BY-QUESTION INSTRUCTIONS..	86
XI.	SPECIAL CONSIDERATIONS FOR 24-HOUR RECORDS...	88
XII.	PROCEDURES SUMMARY AND REQUIRED MATERIALS....	91
	A. Summary of Field Procedures.....	91
	B. Materials For Screenings/Interviews.....	91
XIII.	ON-SITE FIELD EDITING GUIDELINES.....	94
APPENDICES.....		96

NATIONAL ANALYSTS
A Division of Booz • Allen & Hamilton Inc.

Study No. 09010 - 073 - 001

CONTINUING SURVEY OF FOOD INTAKES BY INDIVIDUALS 1989

- INTERVIEWER INSTRUCTION MANUAL -

DIET AND HEALTH KNOWLEDGE QUESTIONNAIRE

conducted for

UNITED STATES DEPARTMENT OF AGRICULTURE



TABLE OF CONTENTS

		Page #
A.	Overview	1
B.	Respondent for the DHK Interview	1
C.	Where and When to Interview	1
D.	Conducting the Interview	2
E.	Question-by-Question Instructions	5

DIET AND HEALTH KNOWLEDGE QUESTIONNAIRE

A. Overview

The Diet and Health Knowledge (DHK) Questionnaire is the follow-up phase of the CSFII 1989 study. All sample households, those in Sample #1 and Sample #2, will be recontacted several weeks after they participated in the intake phase of this survey. The exact period of time between the original interview and the DHK interview will vary, depending on the schedule. However, no follow-up will be scheduled by National Analysts less than four weeks or longer than five weeks after the original interview.

Although a significant portion of the DHK interviews will be conducted by a centralized WATS facility using a computerized interview, field interviewers should also review the question-by-question instructions for this document since you will be required at least occasionally to administer the DHK questionnaire at nontelephone households. Many of the questions included in the DHK document have been used in studies conducted by federal agencies to track consumers' knowledge of nutrition, health and food consumption practices and related topics. Because of this, we are confident that the respondent will find this interview not only smooth flowing but interesting and timely in view of the current interest in health, diets and nutritional well-being.

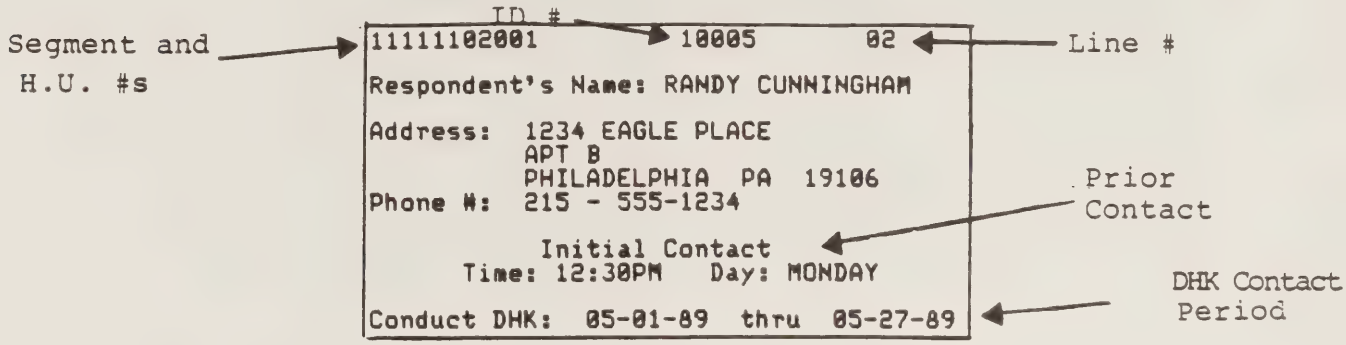
B. Respondent for the DHK Interview

The same respondent who was interviewed in the original phase of the CSFII survey will be the respondent for the DHK interview -- that is, the main meal planner/preparer. During the last visit with this original respondent, you should tell him or her that a National Analysts' interviewer will be recontacting her/him in several weeks.

C. Where and When to Interview

All interviewers who are selected to conduct a DHK interview will receive the appropriate survey questionnaire along with a label (like the one on the next page) indicating the full name, address, telephone number

(where available) of the main meal planner/preparer along with the corresponding identifying information (segment #, H.U. #, respondent ID # and person line #). In addition, a series of dates will indicate the time frame within which the interview must be conducted.



You are to attempt the DHK interview during the period shown on the label. Starting before the earliest date on the label will be too close to the intake survey and may lead to a refusal. Waiting until after the last date shown will cause the DHK interview to be delayed more than is desirable.

If you have tried to take the interview during the specified period but have not been successful in scheduling a meeting, let your Field Administrator know. If it is likely that you can get an interview shortly after the allowable period, we will consider permitting a late interview.

D. Conducting the Interview

1. Sample respondent

You are to conduct the DHK interview only with the household respondent whose name is indicated on the label affixed to the questionnaire. This person was the respondent for the first phase of the CSFII -- that is, she/he was the main meal planner/preparer.

No substitutions are to be made for this respondent.

- If the main meal planner/preparer is unavailable to be interviewed at any time during the dates specified on the label, find out when he/she will be available and call your Field Administrator. It is possible that an interview will be approved

for a later time. DO NOT SUBSTITUTE another respondent in the household for the meal planner/preparer.

- If the main meal planner/preparer is no longer a member of the household designated on the label, find out whether or not that person can be reached elsewhere. If the meal planner/preparer can be reached elsewhere, get the new address information and call your Field Administrator for further instructions. If the original meal planner/preparer cannot be reached, find out who is now responsible for those activities in the household, and then call your Field Administrator with the information.

2. Documents to be completed

For each sample household assigned to you, you are to complete just one form. That is the DHK questionnaire.

Please note that the bottom of the cover page includes a Call Report Form, which must also be completed.

3. Number of calls to complete interviews

You must make four attempts to complete the DHK before concluding that the household is nonresponsive. All attempts must be done in person because these households are without telephones. Schedule your visits on different days and at different times during the period shown on the label. A good place to start would be on the same day of the week that you conducted the CSFII intake portion of the survey. The respondent was at home, and had time for the interview, then it is likely he/she will be available again at this time for a shorter DHK interview.

If you do not reach the meal planner/preparer during the day -- Monday to Friday -- schedule at least one attempt on the weekend and/or in the evening. Of course, you may make more than four calls if you think you will get an interview.

4. Result of call codes

The Call Report Form for the DHK interview is located on the cover page of the questionnaire. Complete the call record for each attempted DHK interview contact as follows:

- Enter the day and month in the space provided for the date.
- Enter the time the visit/call began. Circle Code 1 for morning calls and Code 2 for calls at noon or after.
- Enter the appropriate Result Codes for that contact by selecting one code from the codes shown.

Result of call codes are explained below.

Code 1	Interview has been taken with meal planner/ preparer.
Code 2	A time and date have been set up to complete an interview. Put the appointment information in the comments section.
Code 3	The meal planner/preparer refuses to take part in this interview. Please give us an explanation of why you were refused in the comments section.
Codes 4 and 5	These codes will not be used in the in-person interview portion of the DHK survey. They apply only to the telephone effort.
Code 6	No one answers the door or the telephone.
Code 7	The door/telephone is answered, but the meal planner/preparer is not available.
Code 8	Language problem. Specify the language spoken.
Code 9	Housing unit is no longer occupied. In-person interviewers check with neighbor for new address of meal planner/preparer. Record this information in the comments sections.

Code 10 Not used in the in-person survey. Telephone number that is given is not in service. Telephone interviewers, attempt to get new number from Information.

Code 11 Any other outcome not indicated by one of the prior codes. Give a complete explanation in the comments section.

E. Question-by-Question Instructions

1. Identifying data and introduction

- Time

Record the time the interview began in the box at the upper right. Record the time ended when you complete the interview.

- Respondent information

All of the respondent information is on the label. Check to make sure it is correct. Then, record your four-digit ID # in the blocks provided.

- Introduction

In addition to reading the suggested introduction, be prepared to refresh the respondent's memory concerning his/her participation in the initial phase of the CSFII study. If you happen to be the same interviewer who visited him/her previously, bring this fact to the respondent's attention.

In any event, move directly from the introduction into the first question. Don't wait for permission to start but assume that you have it. After all, the respondent did agree to participate in the full study in the original contact.

2. Questions on knowledge and opinion about food

Q's 1 to 14

Are questions which give us insight into the way the respondent eats and what knowledge and opinions of nutrition he/she has about food intake.

Q.1

This is the first of a few other questions which require you to start at a random item and read a list. You handle this and similar questions of this type by reading the list starting with the item which is designated by an "X." Continue reading the list from top to bottom and when you reach the bottom, return to the top and continue reading down the list to where you started. In other words, we don't want all interviews to start with the first item, "Calories" and end with "The variety of foods you eat."

One code should be circled for <u>each</u> of the 13 items.

Q.2

You begin reading this question at the "X" just like Q.1. It is important that the respondent remembers what are the anchor points on the six-point scale when he/she is answering the question. Therefore, repeat the interviewer instructions for the first <u>two</u> statements and any other time the respondent appears to need clarification.

Q's 3 and 4

These items are concerned with respondents' perceptions of health problems which may be related to certain types of behavior. As in the previous questions, start reading the list in Q.3, beginning at the "X." As soon as the respondent says "Yes," ask Q.4. For each behavior ask Q.3 and, if appropriate, Q.4 together.

Q.4

You need to listen carefully before recording the respondent's answers to this question. Q.4 is asked for each behavior category which has been circled a Code 1 (in the shaded area). If the respondent's answer clearly parallels one of the listed health problems, then circle the code corresponding to that problem. But if you are unable to quickly fit the answer into one of the precoded categories listed on the questionnaire, then, by all means, use the space provided under "Other disease/problem" to record the respondent's answer. Don't forget to probe "Any other problems?"

Q.5

This is an opinion question to probe the respondent's own assessment of his/her weight.

Q.6

Also requires a random start at the item marked with an "X." Again, help the respondent remember the end points of the scale by reading the instructions for the first <u>two</u> statements and at any other time he/she seems to need help remembering. Be sure to read <u>all</u> nine of the listed statements and circle a code for each one.

Q.7

This question taps the respondent's knowledge of fiber sources. Start at the pair indicated by the "X," read the two choices and wait for an answer. If the respondent says he or she doesn't know, repeat the question. If he/she still does not know, write in "DK" and go on to the next pair.

If the respondent answers, "The same," again repeat the question and tell the respondent we want an answer based on the choices. If the respondent <u>insists</u> that the answer is "The same," then write in "Same" next to that pair of items.

Q's 8 and 9

These two items are concerned with the respondent's perception of which of the four listed foods is the highest, and next highest in calories. Note that after you circled an answer in Col. Q.8 for the food highest in calories, you need read only the remaining three food choices in Q.9 to obtain an answer for the food next highest in calories.

Q's 10 to 20

This series of questions is designed to determine the respondent's understanding of the differences among foods in terms of their cholesterol and fat contents.

Q's 10 and 11

All these items are handled similarly to Q.7. First of all, start reading the pairs of items at the "X" and wait for an answer. We want the respondent to make a choice between the two items. If he/she says, "I don't know," repeat "This is just based on your knowledge." If the respondent still says, "I don't know," then record "DK" next to that pair of items.

If the respondent answers, "The same," again repeat the question and tell the respondent we want an answer based on the choices. If the respondent insists that the answer is "The same," then write in "Same" next to that pair of items.

Q's 12 to 14

All these require you to read are two or three choices to the respondent and circle one code corresponding to the respondent's choice. Do not read the "Don't know" code, as was mentioned earlier.

3. Questions on cooking and preparing foods

Q.15

When recording the answer to this question, be sure to also circle the code for "hours" or "minutes."

Q.16 — Read the statement and wait for an answer for each of the six items.

4. Questions on grocery shopping and food-label information

Q's 17 to 32 — These items are concerned with the way the respondent shops for food, what is important in food labels, and types of nutrition information needed.

Q.17 — Keep in mind that this question refers to things which may be important to the respondent when he/she shops for food, not when someone else in the household shops for food. Again, start reading the list at the "X" and continue until all six items have been read and a code has been circled for each.

Q's 18, 19 and 21 — Are concerned with the frequency with which the respondent reads label information detailing either nutrition or ingredients information. Be sure to read each one of the four frequency statements.

Q.22 — Do not read the answer categories.

Q's 23 and 24 — If the respondent has ever written or called a manufacturer of a meat or poultry product to ask for more information than is given on the label, we want to find out, in Q.24, exactly what was asked for and why.

For example, if the respondent says, "Dating," that answer is not sufficient. Probe, "Why did you ask about the dating?" or "What date information did you ask about?" We might then find out from this respondent that the dating was important because she/he wanted to know how long after the dating was he/she able to keep the

chicken (or meat) frozen before using it safely. Be sure to review the section on indirect probing in the preconference manual.

If the respondent says at this or a later point in the questionnaire, he or she never eats meat/poultry, record that answer (Code 3 in Q.23). Skip all of the meat/poultry questions and continue the questionnaire at Q.33.

Q.25 — There are two versions of this question. On some occasions you will ask about meat labeled natural and on others you will ask about meat labeled organic. The precoded answer categories are the same for both. The respondent does not have to use the exact words in the answer. If the meaning is the same, use the precoded answer.

Q's 26 and 27 — These items are concerned with the respondent's procedures for handling and storing meat/poultry, and the use of label information as a guide.

Q.28 — This examines the importance of added water to meat/poultry products. Be sure that the respondent thinks about all types of meat/poultry items and not just the examples of hot dogs and turkey roll.

Q.29 — Emphasize "In the last seven days" when you say this question. The respondent may have eaten a meat dish that was purchased hot from one place to be eaten elsewhere that is unfamiliar to you, but if the respondent considers that food to be a meat dish, then accept it as a "Yes." Our examples are just that -- examples, and not meant to be an all-inclusive list.

Q.30 — Don't read the answer categories. Instead, probe so that you may classify the type of store or restaurant that the last meat dish

was purchased from. If you cannot fit the respondent's answer into one of the prelisted categories, then record it under the category "Some other place" and also explain the details.

Q.31 — Don't forget to also circle a code for "minutes," "hours" or "days." "This" meat dish refers to the last one mentioned in Q.30.

Q.32 — This is only asked if the answer in Q.31 is two or more hours.

5. Questions about food safety

Q's 33 to 36 — This series is concerned with the respondent's perception of the safety levels associated with various types of foods.

Q.33 — This is the last question which is rotated starting with the item that is marked with an "X." Circle one code for each of the seven statements on the list. Use "Don't know" after probing for a response of "safe" or "not safe."

When you have recorded the answer to Q.36, thank the respondent for his or her cooperation with the entire survey effort, including CSFII. Remember to record the time the interview ended.

I. BACKGROUND AND OBJECTIVES

National Analysts has been collecting information for the four-year Continuing Study of Food Intake by Individuals (CSFII) since April, 1989. The purpose of the follow-up survey is to track those households who were contacted from April to September, but who did not participate at the time.

A brief interview is to be attempted with each sample household where the previous contact resulted in a refusal, language barrier, no one home, or other code such as in the hospital, etc. Your role as an interviewer is to obtain information on as many households as possible that have been selected for this nonresponse survey. The following table demonstrates the number of interviews that need to be obtained by result of call and by method.

TARGET NUMBER OF NONRESPONSE HOUSEHOLDS FOR FOLLOW-UP SURVEY BY EXPERIMENTAL APPROACH AND INITIAL RESULT OF CALL

	Household Only		Household Respondent		Total	
	Basic	Low Income	Basic	Low Income	Basic	Low Income
Screening completed, household refused	50	25	50	25	100	50
Screening refused	25	50	25	50	50	100
No one home	20	25	20	25	40	50
Language barrier	9	8	8	8	17	16
Other	4	5	5	5	9	10
TOTAL	108	113	108	113	216	226

National Analysts has been successful in conducting this type of nonresponse survey in the past. There are several reasons why a household contacted previously will now agree to complete the interview. The previous interviewer may have contacted a potential respondent at an inconvenient time. In addition, this interview should take only 5 minutes to complete. You should also feel free to let a respondent know that this will be the last time they are contacted by National Analysts for an interview on the Food Study.

Two methods will be used to obtain data from these sample households. Method #1 calls for interviewing the sample household listed on the front of the questionnaire, preferably with the female head of household. Five attempted contacts should be made before the questionnaire is mailed to our office as unreachable. This method will collect in-depth information about the household and the reasons why the household did not participate in the national study.

Method #2 involves making three attempted contacts and interviewing a household respondent during one of those visits. This section is QQ. 1-17 of the questionnaire. If you cannot obtain an interview after 3 attempts, you are to visit neighbors to interview a knowledgeable person from whom to obtain information about the sample household. This part is QQ. 18-24 of the Method #2 questionnaire. While this method provides information that may not be as in-depth, this approach will collect data and cover a large group of households.

The procedures for both methods as well as question-by-question instructions are explained in the following chapters.

II. INTERVIEWING PROCEDURES FOR METHOD #1 (YELLOW QUESTIONNAIRE

A. Identifying the sample household.

Locate the address of the sample household that is printed on the label on the questionnaire.

A example of the label is shown below:

```
Segment: 12345678  Hu: 123   3000110

Address:  1234 SOUTH DIVISION
          PHILADELPHIA, PA  19106


Month of Last Contact: APRIL
```

Because some addresses may be incomplete, copies of the original listing sheets will be provided when needed to identify the exact location of a sample household.

B. Ask to speak to an adult member of the household.

After locating the sample household, ask to speak to the female head of the household. If she is not available, ask to speak with an adult 18 years of age or older and knowledgeable about the household.

Before beginning the interview, verify the address to be sure the correct household has been identified.

C. Complete the information at the top of the questionnaire.

Complete this section with the respondents name, phone number, your name, I D number, and date.

Record the time the interview began in the box in the upper right hand corner. Record the time ended when the interview has been completed.

D. Complete the yellow questionnaire with an adult member of the household.

Read the introduction designed for the sample household. To help obtain participation, present the letter that has been supplied from USDA (see. p. 13). This letter describes the reasons for and the importance of this interview. Coupon holders will be

supplied to offer as an incentive for participating. If asked, inform the respondent that all information is kept confidential and that the interview takes approximately 5 minutes.

Study the questionnaire before contacting a sample household so that the interview will go as quickly and smoothly as possible.

E. Complete the call report form and return the document to National Analysts.

Each attempted contact with the sample household should be reported on the call report form

- o Enter the month and the day of the screening contact.
- o Enter the time that the contact/attempt began. Circle Code 1 for morning calls and Code 2 for calls made at noon or after.
- o Enter the corresponding code for the result of the contact/attempt.

Code	Explanation
1	Interview completed Use this code when an interview has been completed.
2	Appointment made for interview This code applies when an appointment has been made to complete the interview. Record the date and time of the appointment on the call report form.
3	Interview refused This code is used when a respondent from a sample household refuses to participate in the study.
4	No one home Use this code if a household was visited and no one was home. If the household is part of Method #1, five attempted contacts should be made before the household is considered unreachable and is returned to the office.

5 Language barrier

This code applies when an interview cannot be completed because of a language problem. Specify the language on the call report form so that an interview can be completed in the appropriate language.

6 Vacant

Use this code when the sample household is found to be unoccupied at the present time.

0 Other

This code is used when all other codes do not apply. Explain the result of the attempted contact on the call report form.

III. INTERVIEW PROCEDURES FOR METHOD #2 (PINK QUESTIONNAIRE)

Attempt to complete an interview with the sample household listed on the front of the questionnaire. If an interview is not completed after three visits to the sample household, attempt to obtain information on the sample household from a neighborhood informant. Make at least three contacts with neighbors before calling your Field Administrator for further instructions.

A. Identify the sample household

Locate the address of the sample household that is printed on the label on the questionnaire.

A example of the label is shown below:

```
Segment: 12345678  Hu: 123   3000110

Address:  1234 SOUTH DIVISION
          PHILADELPHIA, PA  19106


Month of Last Contact: APRIL
```

Because some addresses may be incomplete, copies of the original listing sheets will be provided when needed to identify the exact location of a sample household.

B. Ask to speak to an adult member of the household.

After locating the sample household, ask to speak to the female head of the household. If she is not available, ask to speak with an adult 18 years of age or older and knowledgeable about the household.

Before beginning the interview, verify the address to be sure the correct household has been identified.

C. Complete the information at the top of the questionnaire.

Complete this section with the respondent's name, phone number, your name, ID number, and date of interview. For Method #2 circle a Code 1 if the respondent is a sample household member or a Code 2 if the respondent is a neighborhood informant.

Record the time the interview began in the box in the upper right corner. Record the time ended when the interview has been completed.

D. Complete questions 1-17 of pink questionnaire with an adult member of the sample household.

Read the introduction designed for the sample household. To help obtain participation, present the letter that has been supplied from USDA (see. p. 13). This letter describes the reasons for an the importance of this interview. Coupon holders will be supplied so that these may be offered as an incentive for participating. If asked, inform the respondent that all information is kept confidential and that the interview takes approximately 5 minutes.

Study the questionnaire before contacting a sample household so that the interview will go as quickly and smoothly as possible.

E. Complete Questions 18-24 of the pink questionnaire with a neighborhood informant if the sample household is not interviewed after three attempts.

If the sample household cannot be interviewed, a neighborhood informant should be asked to supply information about that household. Any other household who knows about the sample household and who is willing to participate can be interviewed. This means that you can go across the street, next door, or around the corner to find a knowledgeable adult. Feel free to ask neighborhood people such as grocers or mailmen for references of such a knowledgeable person. Creativity is extremely helpful in locating this kind of person. Continue until you have made three contacts with a neighborhood informant who will complete the interview. If you are not successful after three attempts, contact your Field Administrator for further instructions.

Remember to be sensitive to a neighborhood informant and the initial hesitations they might have. Be sure to wear your I.D. badge to show that you are not being secretive about your employer (i.e. not a tax collector, detective, bill collector, etc.). Give a neighborhood informant the National Analysts phone number so that they can verify your reasons for contacting them. In addition, present the questionnaire and let them see the content of the questions you will be asking. Feel free to also show such an informant the USDA letter and the gift they will receive for participating.

F. Complete the call report form and return the document to National Analysts.

Each attempted contact with the sample household should be reported on the call report form

- Enter the month and the day of the screening contact.
- Enter the time that the contact/attempt began. Circle Code 1 for morning calls and Code 2 for calls made at noon or after.
- Enter the corresponding code for the result of the contact/attempt.
- Enter an "H" for household member or an "N" for neighborhood informant under each result of call to indicate who was contacted during that visit.

Code	Explanation
1	Interview completed Use this code when an interview has been completed.
2	Appointment made for interview This code applies when an appointment has been made to complete the interview. Record the date and time of the appointment on the call report form.
3	Interview refused This code is used when a respondent from either a sample household or a neighborhood informant refuses to participate in the study.
4	No one home Use this code if a household was visited and no one was home. If no one is home after three attempts, attempt to complete the questionnaire with a neighborhood informant.
5	Language barrier This code applies when an interview cannot be completed because of a language problem. Specify the language on the call report form so that an interview can be completed in the appropriate language.

6 Vacant

Use this code when the sample household is found to be unoccupied at the present time.

0 Other

This code is used then all other codes do not apply. Explain the result of the attempted contact on the call report form.

IV. QUESTION-BY-QUESTION INSTRUCTIONS

The Yellow (Method #1) and the Pink (Method #2) questionnaires contain the same questions. Therefore, the following instructions apply to both documents.

Both questionnaires contain questions related to household composition, tenure at address, participation in government programs, and reasons for not participating in CSFII.

Q.1/Q19	Determines the length of time the current household has occupied this address and whether the current household was the household previously contacted to participate in CSFII.
Q.2	Determines whether contact was made with the household. If asked, state the full name of study (Continuing Survey of Food Intakes by Individuals).
Q.3	Is asked only if information given in Q.2 indicates that the household was not invited to participate. Establishes whether or not household would have cooperated had the household been asked. Remember to read all choices to the respondent.
Q.'s4 through 6	Are to be asked only if the household declined or would have declined if the household have been invited.
Q.4	Is asked to establish primary reason that household declined/would decline to participate. Probe and record additional reasons. Record "P" to show that you probed.
Q.5	Determines whether or not incentive pay would gain cooperation from the household to participate in CSFII.
Q.6	Asks the respondent to provide amount necessary for the household to agree to be interviewed. Respondents may want to give answers like "a million dollars". Don't be misled by "cute" or non-thoughtful answers. Probe respondents to get realistic replies.
Q.7/Q.20	Determines how many people regularly live in the sample household.

Q.8/Q.21 Is asked to establish the breakdown of ages and sexes of all household members. The total in Q.8 should equal the total in Q.7. Clarify and record correct answers if numbers are not the same.

Q.9/Q.22 Determines the activity of the male head of the household during the month of last contact listed on the label. If respondent give more than one activity, ask for the primary activity. This question is to be asked only if there is at least one male 15 years of age or older.

If there is more than one male, let the respondent designate one male as the head.

Q.10/Q.23 Determines the activity of the female head of the household during the month of last contact listed on the label. If respondent gives more than one activity, as for the primary activity. This question is to be asked only if there is at lease one female 15 years of age or older.

Q.11 Read all the categories to establish the adequacy of the food supply in the sample household. Circle the numerical code that corresponds to the respondent's answer.

Q.12 Is the amount spent per week/month by the household for food and beverages consumed at home. After recording the amount , circle Code 1 if the amount is weekly or Code 2 if the amount is monthly.

Q.13 Is the amount spent per week/month by the household for food and beverages consumed away from home. After recording the amount, circle Code 1 if the amount is weekly or Code 2 if the amount is monthly.

Q.14/Q.24 Is asked to determine the race of the head of household. Read all of the categories and circle the code corresponding to the respondent's answer

Q.15/Q25 Establishes whether or not the head of household is of Hispanic origin or descent.

Q.16 Establishes whether, during the month of last contact listed on the label the

household received food stamps or WIC benefits. The month on the label will be a date between April and October only.

Q.17 Circle the number of people in the household from Q.7. Read Q.17 and insert the dollar amount in the question which corresponds to the number of people in the household. The question is asked to determine a range for the total yearly income.

Q.18 Show the income card and ask the respondent to give the letter which best represents the household's total yearly income before taxes. Circle the number corresponding to the letter. This is an important question. Probe very hard for an answer. Only if the respondent refuses to answer the question, circle Code 99.

QQ. 19-24 of Method #2 are the same questions as Method #1, but are to be answered by a neighborhood informant if a sample household respondent cannot be interviewed after three attempts.

There is an introduction for the neighborhood informant on P. 6 of the questionnaire. This informant needs to be knowledgeable about the sample household and 18 years of age or older.

CSFII 1989
REVIEW PROCEDURES

NATIONAL ANALYSTS

MAY 1989

I. CSFII 1989 REVIEWING PROCEDURE

A. Overview

Check-in personnel will open the mail and assemble a complete questionnaire package, making sure that the identification information (Segment #, HU #, respondent's name and interviewer's ID #) appears on all forms. Segment # and HU # should agree with the information preprinted on the Screening Form label.

The documents should now be checked into the computerized field monitoring system. Check-in personnel will review each package for completeness, i.e., that it contains all pertinent documents. If an interview is taken at a household, it must contain 1) a Screening Form, 2) a Household Questionnaire and 3) some number of Intake Records. If any one of these items is missing, do not check in the household. Give the incomplete materials to the Field Administrator so that she may resolve the problem. If an interview is not taken at a household, only a Screening Form is required for check-in.

The interviewer's pay sheet, respondent's honorarium voucher and any other field correspondence will be removed after the document is entered into the computer.

As the documents are logged into the computer, check-in personnel will assign a household identification number to each respondent's materials. The household ID # will be entered into the computer, as well as at the top of all documents in the space labeled "ID_____1-5." Check-in personnel will also include a Transmittal Form, Review Summary Form and Validation Form with each respondent's materials. Once checked in, interviews will be sent to the review section.

Review personnel will scrutinize each document for completeness, consistency and reasonableness, as these qualities are defined by the client/study director. All documents from a household will be reviewed at the same time to ensure consistency across forms and unduplicated respondent contacts.

A check for reasonableness and completeness of the consumption of foods by a respondent will be made according to guidelines set forth in this manual. An attempt will be made to verify unusual amounts reported. In some cases, this may require USDA input before acceptance.

If there is significant missing or questionable information, an initial phone call will be made to the interviewer, and if he/she cannot be reached, a call will be made to the respondent immediately in an attempt to obtain missing information or verify or correct questionable entries.

During the review, a listing of all missing, incorrect or questionable entries is to be made in green pencil on the Review Summary Sheets. Instructions for completing the forms and examples are found in Section D.

B. Review Activities

Review of the completed questionnaires will be done to 1) identify missing or incomplete information, 2) correct or restore information, if possible and 3) prepare documents for further processing.

Key elements by document

- Screening Form
  - Q.S1 and the total in Q.S2 must agree.
  - If sample 2 screener, Q.S2a must be completed correctly -- i.e., monthly income less or equal to Income Limit for household size (as given in Q.S1)
  - Household and Individual Intake Result of Call Records completed correctly
  - Q's 1 to 9 on page 4 must be completed if nonresponse screener.
- Household Questionnaire
  - Front cover must be correctly completed and agree with screening information. Make sure beginning and ending times are recorded properly.
  - Number of persons on flap must agree with Q.S1 of screener.
  - Age of respondent and age of male head (if applicable) must be reported in grid.
  - Q's 4 to 7 must be answered with a dollar amount written in and a Code 1 or 2 circled.
  - Q.8 must be edited to agree with Q.S1 on Screening Form and the flap.

- Q.9 must be answered.

- Q's 10 to 14 must be answered if there is a male head.

- Q.15 must be answered.

- Q's 16 to 21 must be answered if there is a female head.

- Q's 22 and 23 must be answered for all members of the household.

- Q.24 must be answered if applicable.

- Q.26 must be answered.

- Q.28 must be answered.

- Q's 29 to 32 (or 32b) must be answered for all persons in household 15 years old or older.

- Q's 33 to 36 must be answered.

- Q's 37 to 42 must be answered if applicable.

- Q.43 must be answered.

- Q's 45 to 53 are to be answered as applicable.

- Q's 54 and 55 must be answered.

- Q's 57 and 58 must be answered. Refusal or "don't know" is acceptable but not desirable.

- Q's 60 and 61 must be answered. Refusal or "don't know" is acceptable but not desirable.

- Q.63 must be answered.

- Q's 70, 72 and 74 must be answered.

• <u>Individual Intake Records</u>

- Front cover must be correctly completed and agree with screening information.

- Check birthdate on cover of Intake Record against age of respondent given in grid on the Household Questionnaire flap. (Information should be within plus or minus a year.)

- Check that person line number on Intake Record cover matches person line number on Household Questionnaire flap.

- Check date on Household Questionnaire and be sure that "yesterday's" day and date are recorded for DAY 1 Intake Record and day of the interview and day after are the day and date on the DAY 2 and 3 Intake Record.

- Time of start of any eating/drinking occasion must be recorded, including AM or PM.

- If the person was at a party or other occasion and ate or drank constantly for several hours, the time for this occasion should be recorded as follows:

  . Q.1 -- ACTUAL TIME OCCASION STARTED, INCLUDING AM OR PM CODE

  . Q.2 -- "WHAT CALLED" SHOULD BE ASSIGNED CODE 9 TO REPRESENT A CONTINUOUS OCCASION

- At least one eating/drinking occasion or a minimum of four foods/drinks must be recorded. If fewer items or occasions, an explanation must be recorded (either on the Intake Record Answer Sheet pages or in Q.14).

- No more than a <u>total</u> of six:

  . Food/Beverage descriptions (Q.5s -- check FIB to be sure all probes have been answered),

  . Food/Beverage amounts (Q.6a), and

  . Quantity estimates (Q.6b)

- Can be <u>missing</u> or <u>imprecise</u> per day.

- Q's 7 and 8, food sources, must be answered for every item.

- Q's 9a and 10 must be answered for all home food source items (Code 1 or 2 in Q.7) if answered by a meal planner/preparer.

- Q's 9b and 9c must be answered if a Code 1 circled in Q.9a.

- Q.12 on page 6 must be answered.

- If Code 1 circled in Q.12 on page 6, then an added item should be indicated on the Intake Record Answer Sheet.

- DAY 1 -- no more than five items for Q's 15 to 43 can be unanswered or confusing.

- DAY 2 and 3 -- Q's 12 to 14 must be answered at the end of DAY 2 and Q's 12 to 17 at the end of DAY 3.

C. Callback Determinations and Procedures

In order to provide interviewers with additional training, callbacks will be made to all interviewers to discuss their first two completed interviews regardless of the number or types of errors noted in review. For all other completed interviews, following the review of the screening, household and intake data, a determination as to the necessity of respondent or interviewer callbacks is to be made.

Callbacks will not be made for problems on the Household Questionnaire alone, unless the Household Questionnaire is less than 80% complete. If the Household Questionnaire is less than 80% complete, callbacks will be made to the interviewer and respondent (as necessary). Otherwise, missing or problematic data on the Household Questionnaire will be obtained only if callbacks are required for some other reason.

If the Intake Records meet or exceed the designated number of errors, you are to contact the interviewer and/or the respondent as necessary. Once you contact the interviewer or respondent, you must ask all questions and problems encountered on the Screening Form, Household Questionnaire and Intake Record.

Document all callback attempts in the Call Report Form located on the Review Summary Sheets.

STEP 1: ATTEMPT TO RECONTACT INTERVIEWERS AND DOCUMENT RESULTS

- When an interviewer is recontacted, be sure to ask all questions for each section in order.

- Correct the information in green pencil on the Screening Form, Household Questionnaire and Intake Record directly.

- Record the appropriate Resolution Codes on the Review Summary Sheet.

- Document all attempts to reach the interviewer on the Call Report Form of the Screening/Household Review Summary Sheet.

STEP 2: ATTEMPT TO RECONTACT RESPONDENTS AND DOCUMENT RESULTS

- Contact respondent directly if unable to contact interviewer on first attempt or if Household Questionnaire is less than 80% complete.
- Ask about problems on the Household Questionnaire first, then follow with questions about the Intake Records.
- Complete a Validation Form for all interviews requiring a callback to the respondent.
- Correct the information in green pencil on the documents and record the appropriate Resolution Code on the Review Summary Sheet.
- Document all attempts to reach the respondent on the Call Report Form of the Screening/Household Review Summary Sheet.

STEP 3: RECONTACT OF SPECIFIC VALIDATION HOUSEHOLDS AFTER HOUSEHOLD QUESTIONNAIRE AND INTAKE RECORD HAVE BEEN REVIEWED

- At the point of check-in, the computer will identify housing units for validation. If this household is an automatic validation location, check-in will write "TV" on the cover of the Screening Form where there is a telephone or "MV" on nontelephone screeners. These households should be contacted regardless of the number or types of errors noted in review.
- Do not attempt to contact interviewers at these households; only contact the respondents.
- Attempt to retrieve as much information from this respondent as possible.
- Ask about problems on Household Questionnaire first.
- Follow with questions about the Intake Records. Write answers directly on forms in green pencil.

- Lastly, complete Validation Form
- Complete appropriate sections of Household and Intake Review Summary Sheet.
- Document all attempts to reach the respondent on the Call Report Form of the Review Summary Sheet.

STEP 4: ATTACH THE REVIEW SUMMARY SHEET TO THE FRONT OF THE QUESTIONNAIRE AND FORWARD MATERIALS TO CODING

D. Review Summary Sheets -- Question-by-Question Instructions

The Review Summary Sheet comes in two parts and is to be completed by the reviewers/coders. Blank forms will be inserted into each package of documents to be reviewed and coded.

This form becomes a permanent record of all problems encountered on each specific document. If problems arise, they will be listed as they are found on the appropriate Review Summary Sheets, and the reviewer will attempt a callback, first to the interviewer and then to the respondent, to correct the data.

Occasionally the forms will be sent to interviewers, and they will be asked to return to the households to collect corrected information. Following resolution of problems through telephone follow-up, by the interviewers or with USDA input and the like, the intake documents are to be forwarded to coders, where the coding, which includes entering the food intake data into the computerized interactive coding system, will be completed.

Review Summary Sheet

COMPLETE THE IDENTIFYING INFORMATION AT THE TOP AS FOLLOWS

- Household ID #, Segment # and HU # from the top of the Screening Form
- Interviewer's telephone number

- You will know the interviewer's name from the Screening Form. You will have a separate list of interviewer telephone numbers. You will only need to record the interviewer's telephone number if problems on the document require you to speak with him/her.

- Date you make your initial review of the documents
- Your initials
- Date the review or validation questions were answered and by whom (e.g., reviewer, interviewer, respondent)
- Method of retrieving information

LIST ANY PROBLEMS IN SCREENING OR HOUSEHOLD QUESTIONNAIRE

As you review the document, list problems which require resolution as you come to them. List the question number with the problem and describe the problem fully. See example on page 12.

For each problem, select and enter a problem code from those listed at the bottom of the page. Use these codes as explained below.

PROBLEM CODES

1 - Question omitted: Use this code when the answer to a question which should have been asked was omitted.

2 - Question incomplete/questionable: This code is applied when you see the answer is incomplete, such as when the age or sex of a respondent is omitted in the grid on the flap (and cannot be determined), or when you question an entry (for example, the amount in Q.5 is larger than Q.4).

3 - Questionnaire partially completed: This code is used if many questions are not answered which should be; for instance, if the entire occupation/activities section (Q's 29 to 32) is left out or if there are some questions unanswered after a certain point in the questionnaire and the rest is blank. (If only one or two isolated questions are missing, use Code 1.)

4 - Requires USDA input: This code is only used when the problem cannot be solved at National Analysts and USDA personnel must provide the resolution.

5 - None, interview acceptable: Enter this code if there are no or almost no problems with the basic document.

6 - Inconsistent information: Information in one part of the questionnaire contradicts that in another part. For example, a male head of household is listed on the flap but none of the occupation/activity questions is asked for him.

0 - Other (SPECIFY): Describe the problem in the space for the problem code.

LIST ANY PROBLEMS IN INTAKE RECORDS

As you review the intake document, list problems which require resolution as you come to them. Enter the question number, the food line number and the Problem Code line number for each problem. If the Intake Record is to be returned to the interviewer for recontact with the household, write out an explanation of the problem as well. (See example on page 13) Use these codes as explained below.

PROBLEM CODES

1 - Food description questionable/incomplete/missing: This refers to the food/drink name and complete description called for in Q's 4 and 5. Based upon the editing guidelines (pp. 3-5), the FIB and your knowledge of the USDA codes, you will be able to judge whether the description is incomplete or questionable.

2 - Amount questionable/incomplete/missing: This refers to the amount in Q.6.

3 - Other questions questionable/incomplete/missing: This refers to any question other than those specified in Codes 1 and 2 above. For example, if fat was used in cooking (Q.9a) but it is not clear for which food items (Q.9b), then use Code 3.

4 - Record appears incomplete: Use this code if only one meal was eaten, if there appear to be too few foods/drinks listed or for any other reason you feel the record is not complete and there is no explanation.

5 - Requires USDA input: Use this code when USDA must be asked to provide a solution to the problem (i.e., a USDA food code or amount cannot be assigned).

9 - None, record acceptable: Enter this code if there are no problems with the Intake Record.

0 - Other (SPECIFY ABOVE): Describe the problem in the space for the problem code.

RESOLVE PROBLEMS

Generally, problems can be resolved by calling either the interviewer who conducted the interview or the respondent him/herself. You should first try to contact the interviewer. If you reach him/her on the first attempt but key questions remain unanswered, you should then contact the respondent. In addition, if you do not reach the interviewer on your first or second attempt, you may contact the respondent directly. If you are unable to contact the interviewer or respondent after three attempts, notify your Field Administrator and continue to contact both the interviewer and respondent until the problem is resolved. Again, document all callback attempts in the Call Report Form located on the Review Summary Sheet at the bottom of page 1.

Once you contact the interviewer or respondent, be sure to answer all problems or questions on each document. If you are unable to contact the interviewer or respondent after three attempts, consult your Field Administrator. (Be sure to call the interviewer at different times of the day.)

In some cases, we will want the interviewer to recontact the interviewed household directly. This will occur when there is intake information that the interviewer can best get in person. In these cases, a copy of the intake pages should be made along with the completed Review Summary Sheet for the food/beverage intake data. The package will be mailed to the interviewer and the entire set of documents will be held aside until the interviewer returns the completed forms.

RESOLUTION CODES

Use all the codes necessary to explain how the problem was resolved. For example, it is possible that you may contact the interviewer, then the respondent, and both will provide resolutions to problems. In that case, Codes 11 and 12 apply.

11 - Interviewer supplied information: If the interviewer is called and provides the information, use this code.

12 - Respondent supplied information: If the respondent is called and provides the information, use this code.

13 - Information unavailable: Use this code if neither the interviewer nor the respondent (nor anyone else you contacted) could provide the information to resolve the problem.

14 - Unable to contact interviewer/respondent after three attempts: Use this code if the interviewer/respondent cannot be reached by telephone after three attempts (other than the telephone being busy) to do so.

15 - USDA request processed: Use this code when USDA was asked to resolve the problem and their answer was received.

16 - No recontact necessary: Use this code when the problems listed do not require an interviewer or respondent contact.

17 - Other (SPECIFY ABOVE): Use this code for any other method of resolution, such as editing guidelines, which allow the information to be transferred from another document. Be sure to jot down the question number or reference place where the information came from since cleaning, etc., may necessitate another consultation or review of this decision.

See the next page for an example of a completed form.

E. Validation

A portion of all the sample housing units have been designated eligible for validation regardless of whether or not they have been interviewed or whether or not they have a telephone. In addition, many interviewed households will be validated when a callback is made to get missing information. The validation effort is slightly different, depending on the type of contact and the type of information sought.

- Interviewed households with telephones. These households will be called by reviewers who will ask to speak with the meal planner/preparer. Ask for all of the missing/questionable information on the Review Summary Sheet for the Household Questionnaire and Intake Records first. Then ask the validation questions on the back of the Review Summary Sheet. If there are no problems to be reconciled, ask only the interview validation questions.

REVIEW SUMMARY SHEET

SCREENING/HOUSEHOLD

Household ID #: 02001 Segment #: 01367200 HU #: 006

Interviewer's Phone #: (25) 567-4133

Date of Review: 5/30/89 Reviewer's Name: Sara Jones

Review Validation Date: 5/30/89 Validated by: Sara Jones

Mode: Telephone X Mail _____ In Person _____

ASK ABOUT ALL PROBLEMS IF CALLBACK IS MADE

Q.#	DESCRIBE PROBLEM	ANSWER	PROBLEM CODE	RESOLUTION CODE
3	question not answered	3 miles	1	12
6	No code circled for week or month	per week	3	12
8	Different than Screener Q.1	change screener	6	12

Problem Code:

1. Question omitted
2. Question incomplete/ questionable
3. Questionnaire partially complete
4. Requires USDA input
5. None, interview acceptable
6. Inconsistent information
0. Other (SPECIFY ABOVE)

Resolution Code(s):

11. Interviewer supplied information
12. Respondent supplied information
13. Information unavailable
14. Unable to contact interviewer/ respondent after three attempts
15. USDA request processed
16. No recontact necessary
17. Other (SPECIFY ABOVE)

CALL REPORT FORM

DATE	5/30									
TIME	2:00 AM (PM)	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM
RESULT CODE*	2									

*RESULT OF CALL CODES

1. Contacted interviewer
2. Contacted respondent
3. Unable to contact interviewer, telephone busy
4. Unable to contact interviewer, not home
5. Unable to contact respondent, telephone busy
6. Unable to contact respondent, not home
7. Respondent unavailable for a week or longer
0. Other (SPECIFY ABOVE)

NATIONAL ANALYSTS
A Division of Booz·Allen
& Hamilton Inc.

Study #: 09010-073-001
(2-600)

REVIEW SUMMARY SHEET

FOOD/BEVERAGE INTAKE DATA

Household ID #: 02001 Segment #: 01367200 HU #: 006

Interviewer: Lisa Finch Interviewer ID #: 026

Intake Day (1) 2 3 For: Name: Sandy Respondent Line #: 2

(CIRCLE 1 CODE)

Q. # 7 Food Line # 103 Problem Code 3 Resolution Code 12

Problem: Ques. 7 not answered

Answer: Eaten at home -- code 1

Q. # 8 Food Line # 103 Problem Code 3 Resolution Code 12

Problem: question not answered

Answer: from some other place -- code 3

Q. # 9a Food Line # 103 Problem Code 3 Resolution Code 12

Problem: not answered

Answer: No -- code 2

Q. # ___ Food Line # ___ Problem Code ___ Resolution Code ___

Problem:

Answer:

- Interviewed households without telephones. Complete the validation letter and address it to the sample household.

- Ineligible nonresponse households with telephones. These households will be called and their status confirmed (i.e., eligibility information confirmed). Fill out a Nonresponse Validation Form and Call Report Form for each of these households. Information about these households should be reconfirmed with the original screening respondent.

- Ineligible nonresponse households without telephones. Complete the Nonresponse Validation Letter and address it to the nonresponse screening respondent or "head of household" if name of screening respondent is unknown.

To pass the interview validation, the respondent must confirm that 1) the interview was taken in person, 2) that the entire list of topics (Q.3) was asked of him/her, 3) that the household was given measuring utensils and 4) that the length of the interview was approximately equal to the time shown on the questionnaire. (If the respondent says the entire interview was less than 30 minutes, this may point to a problem with the interview; check all the other information, very carefully). To pass a Sample 2 validation, the household size and income information must check out and agree with the screening information. If there are diaries, the respondent must confirm that the booklets were left in the household and that the interviewer returned to collect them.

To pass a nonresponse screening validation, the respondent must confirm 1) that the interviewer contacted that household and 2) that the household size and income information (if Sample 2) is correct.

If either an interview or nonresponse screener does not pass validation, the validator must first try to determine the validity of the respondent's comments (i.e., is the respondent lying, drunk, etc.?).

Next, the validator should try to determine where the problem occurred. Perhaps the interviewer conducted the interview with someone other than the designated respondent in an attempt to complete the interview. Therefore, the validator should ask if anyone else in the house was

interviewed for the study. If no one else was interviewed, the validator should conclude the conversation with the household and then notify the Field Administrator of the case.

The Field Administrator should collect all of the interviewer's work presently in-house, including any materials that have been given to the coding department. Each of the interviewer's completed interviews should then be validated to determine if there is a problem on just the one case, several cases or all cases. In addition, all payments to the interviewer should be held until the problem is settled.

Once all problems are identified, the Field Administrator will contact the interviewer to resolve the problems.

VALIDATION FORM

1. (To begin) Were you contacted at any time in the last few months to take part in a food study being conducted by the Department of Agriculture?

	Yes	1
(PROBE)	No	2

2. Were you interviewed:

In person,	1
By telephone, or	2
Both?	3

3. Were you asked questions about:

(CIRCLE ONE CODE FOR EACH)	Yes	No
Your shopping patterns and amount of money spent at grocery stores?	1	2
Use of food stamps?	1	2
Household income?	1	2
Foods eaten by family members the day before the interview?	1	2

4. About how long did it take to do the interview?

_____ # OF	Minutes	1
	Hours	2

5. Did your household receive a set of measuring cups, spoons and a ruler?

Yes	1
No	2

6a. After the interview, did the interviewer leave booklets for you and other household members to complete? (CIRCLE ONE CODE IN GRID BELOW)

6b. (IF YES:) Did the interviewer return to pick up these booklets? (CIRCLE ONE CODE IN GRID BELOW)

6c. (IF YES:) Did you speak with the interviewer when he or she returned to pick up the booklets? (CIRCLE ONE CODE IN GRID BELOW)

	6. Left Booklets	6a. Picked up Booklets	6b. Spoke with
Yes	1	1	1
No	2	2	2

7. How many people <u>regularly</u> live in this household? (CIRCLE CODE FOR # OF PEOPLE IN GRID BELOW)

Number of People	1	2	3	4	5	6	7	8	9	10
Income Limit	$648	$869	$1,090	$1,311	$1,532	$1,753	$1,974	$2,195	$2,416	$2,637
Number of People	11	12	13	14	15	16	17	18	19	20
Income Limit	$2,858	$3,079	$3,300	$3,521	$3,742	$3,963	$4,184	$4,405	$4,626	$4,847

8. (IF SAMPLE 2) In the <u>month before you were contacted</u>, was the total income received by all members of this household, before taxes and other deductions, more or less than (<u>READ INCOME LIMIT CORRESPONDING TO NUMBER OF PEOPLE CIRCLED ABOVE</u>)?

(PROBE)	More than limit	1
	Less than limit	2

NATIONAL ANALYSTS
A Division of Booz·Allen
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Study #: 09010-073-001

CSFII

- Telephone Validation Form -

Nonresponse Households

Household ID #: | | | | | |

Segment #: | | | | | | | | |

Housing Unit #: | | |

Interviewer #: | | | | |

Telephone #: ( )

Validator's Initials: _____ Date Validated: __/__/__

Interviewing Period:	
Spring	1
Summer	2
Fall	3
Winter	4

ASK TO SPEAK TO SCREENING RESPONDENT OR MALE OR FEMALE HEAD OF HOUSEHOLD

INTRODUCTION: Hello, this is _____, from National Analysts, a survey company in Philadelphia. Your household was recently selected to take part in a Department of Agriculture food survey. I have just a few questions. (VERIFY ADDRESS AND TELEPHONE NUMBER FROM SCREENER. IF DIFFERENT, RECORD BELOW)

Street Address: _____

City: _____ State: _____ Zip Code: _____

1. To begin, were you contacted at any time in the last few months to take part in a food study being conducted by the Department of Agriculture?

	Yes	1
(PROBE FULLY)	No	2

2. Did the interviewer contact you:

In person,	1
By telephone, or	2
Both?	3

3. How many people regularly live in this household? Count those who usually live in your home, including those who are temporarily absent, that is, traveling, in a hospital, at camp or similar places. Exclude persons living away at school or other institutions.

CIRCLE NUMBER OF PEOPLE IN HOUSEHOLD ON CHART ON REVERSE SIDE

(OVER)

NUMBER OF PEOPLE	INCOME LIMIT	NUMBER OF PEOPLE	INCOME LIMIT
1	$648	11	$2,858
2	$869	12	$3,079
3	$1,090	13	$3,300
4	$1,311	14	$3,521
5	$1,532	15	$3,742
6	$1,753	16	$3,963
7	$1,974	17	$4,184
8	$2,195	18	$4,405
9	$2,416	19	$4,626
10	$2,637	20	$4,847

- **IF SEGMENT NUMBER BEGINS WITH A "1," SKIP TO Q.5**
- **IF SEGMENT NUMBER BEGINS WITH A "2," CONTINUE**

4. In the month before you were contacted, was the total income received by all members of this household, before taxes and other deductions, more or less than (**READ INCOME LIMIT CORRESPONDING TO NUMBER OF PEOPLE CIRCLED ABOVE**):

(**PROBE FULLY**)	More than limit	1
	Less than limit	2

5. What were your reasons for not participating in this survey?

THANK RESPONDENT FOR COOPERATING

RESULT OF CALL RECORD

CALL #	1			2			3			4		
DATE												
TIME		AM	1		AM	1		AM	1		AM	1
		PM	2		PM	2		PM	2		PM	2
VALIDATOR'S INITIALS												
RESULT CODE*												

*RESULT OF CALL CODES

1. Validation completed
2. Eligible respondent not at home at time of call; call again at DATE:_____ TIME:_____
3. Validation refused
4. Language barrier
   (SPECIFY LANGUAGE:)_____
5. Telephone busy
6. Telephone disconnected or out of order
7. No one home/No answer after ten rings
0. Other (SPECIFY:) _____

RECORD NUMBER	FIELD_NUM	FILTER	F.MIN..	F.MAX..	F.TYPE	ERR.MIN	ERR.MAX	W.MIN..	W.MAX..
107	I3					0000	9999		
108	I4					01	12		
						98	99		
109	I5					00	59		
						98	99		
110	I6					1	2		
						8	9		
111	I7					01	12		
						98	99		
112	I8					00	59		
						98	99		
113	I9					1	2		
						8	9		
114	I11					1	12		
						98	99		
115	I12					01	31		
						98	99		
116	I13					00	99		
117	I14					0	7		
118	I15					01	12		
119	I16					01	31		
120	I17					89	93		
186	I18					1	2		
						8	9		
187	I19					1	2		
						8	9		
189	I20					1	2		
						8	9		
190	I21					1	2		
						8	9		
191	I22					1	2		
						8	9		
192	I23					1	2		
						8	9		
193	I24					1	2		
						8	9		
194	I26					1	12		
						98	99		
195	I27					00	59		
						98	99		
196	I28					1	2		
						8	9		
197	I29					0	9999999		
198	I30	I29	1	999999	FIRST	1	4		
						8	9		
199	I31					0	9999999		
200	I32					1	3		
						8	9		
201	I33	I32	1	1	FIRST	0	9		
		I32	3	3	OR				
121	I34					1	5		
						9	9		
122	I35					1	4		
						8	9		
123	I36	I35	1	3	FIRST	1	3		
						8	9		

RECORD NUMBER	FIELD_NUM	FILTER	F.MIN..	F.MAX..	F.TYPE	ERR.MIN	ERR.MAX	W.MIN..	W.MAX..
124	I37							1	2
								8	9
125	I38	I37	1	1	FIRST			1	2
126	I39	I37	1	1	FIRST			1	2
127	I40	I37	1	1	FIRST			1	2
128	I41	I37	1	1	FIRST			1	2
129	I42	I37	1	1	FIRST			1	2
130	I43	I37	1	1	FIRST			1	2
131	I44	I37	1	1	FIRST			1	2
132	I45	I37	1	1	FIRST			1	2
133	I46							1	2
								8	9
134	I47							1	1
								3	3
								4	4
								8	9
221	I51	I55	1	1	FIRST			1	2
								8	9
211	I52	I55	1	1	FIRST			1	2
								8	9
217	I53	I55	1	1	FIRST			1	2
								8	9
214	I54	I55	1	1	FIRST			1	2
								8	9
222	I56							0	999
223	I57							0	9
224	I58							0	11
								98	99
141	I59							1	5
								8	9
142	I60							1	2
								9	9
143	I61							1	2
								9	9
144	I62							1	2
								9	9
145	I63							1	2
								9	9
146	I64							1	2
								9	9
147	I65							1	2
								9	9
151	I66							1	2
								9	9
152	I67	I66	1	1	FIRST			1	2
								8	9
153	I68	I66	1	1	FIRST			1	2
								8	9
154	I69	I66	1	1	FIRST			1	2
								8	9
157	I70	I311	18	99	FIRST			1	4
								8	9
159	I75	I311	18	99	FIRST			1	2
								8	9
160	I76	I75	1	1	FIRST			1	2
								9	9

RECORD NUMBER	FIELD_NUM	FILTER	F.MIN..	F.MAX..	F.TYPE	ERR.MIN	ERR.MAX	W.MIN..	W.MAX..
161	I77	I75	1	1	FIRST	1	999		
		I76	1	1	AND				
162	I78	I75	1	1	FIRST	00	99		
		I77	NA	NA	AND				
139	I103					0000	9999		
140	I111					0	7		
170	I112	I111	1	7	FIRST	01	12		
171	I113	I111	1	7	FIRST	01	31		
172	I114	I111	1	7	FIRST	89	93		
226	I115	I111	1	7	FIRST	1	2		
						8	9		
227	I116	I111	1	7	FIRST	1	2		
						8	9		
228	I117	I111	1	7	FIRST	1	2		
						8	9		
229	I118	I111	1	7	FIRST	1	2		
						8	9		
230	I119	I111	1	7	FIRST	1	2		
						8	9		
231	I120	I111	1	7	FIRST	1	2		
						8	9		
232	I121	I111	1	7	FIRST	1	2		
						8	9		
233	I122	I111	1	7	FIRST	1	3		
						9	9		
234	I123	I111	1	7	FIRST	0	9		
		I122	1	1	AND				
		I122	3	3	OR				
173	I125					0	7		
174	I126	I125	1	7	FIRST	01	12		
175	I127	I125	1	7	FIRST	01	31		
176	I128	I125	1	7	FIRST	89	93		
235	I129	I125	1	7	FIRST	1	2		
						8	9		
236	I130	I125	1	7	FIRST	1	2		
						8	9		
237	I131	I125	1	7	FIRST	1	2		
						8	9		
238	I132	I125	1	7	FIRST	1	2		
						8	9		
239	I133	I125	1	7	FIRST	1	2		
						8	9		
240	I134	I125	1	7	FIRST	1	2		
						8	9		
241	I135	I125	1	7	FIRST	1	2		
						8	9		
242	I136	I125	1	7	FIRST	1	3		
						9	9		
243	I137	I125	1	7	FIRST	0	9		
		I136	1	1	AND				
		I136	3	3	OR				
177	I138	I125	1	7	FIRST	1	2		
						8	9		
181	I139	I125	1	7	FIRST	1	2		
						8	9		
185	I140	I125	1	7	FIRST	1	2		

RECORD NUMBER	FIELD_NUM	FILTER	F.MIN..	F.MAX..	F.TYPE	ERR.MIN	ERR.MAX	W.MIN..	W.MAX..
							8	9	
244	I141	I125	1	7	FIRST	1	2		
						8	9		
245	I142	I125	1	7	FIRST	1	2		
						8	9		
246	I143	I125	1	7	FIRST	1	2		
						8	9		
247	I144	I125	1	7	FIRST	1	2		
						8	9		
248	I145	I125	1	7	FIRST	1	2		
						8	9		
249	I146	I125	1	7	FIRST	1	2		
						8	9		
250	I147	I125	1	7	FIRST	1	2		
						8	9		
251	I148	I125	1	7	FIRST	1	2		
						8	9		
178	I149	I125	1	7	FIRST	01	99		
		I138	1	1	AND				
		I150	NA	NA	AND				
		I151	NA	NA	AND				
179	I150	I125	1	7	FIRST	01	99		
		I138	1	1	AND				
		I151	NA	NA	AND				
		I149	NA	NA	AND				
180	I151	I125	1	7	FIRST	01	99		
		I138	1	1	AND				
		I149	NA	NA	AND				
		I150	NA	NA	AND				
182	I152	I125	1	7	FIRST	01	99		
		I139	1	1	AND				
		I153	NA	NA	AND				
		I154	NA	NA	AND				
183	I153	I125	1	7	FIRST	01	99		
		I139	1	1	AND				
		I152	NA	NA	AND				
		I154	NA	NA	AND				
184	I154	I125	1	7	FIRST	01	99		
		I139	1	1	AND				
		I152	NA	NA	AND				
		I153	NA	NA	AND				
252	I185	I125	1	7	FIRST	1	2		
						8	9		
253	I189	I125	1	7	FIRST	1	2		
						8	9		
209	I279	I55	1	1	FIRST	1	2		
						8	9		
138	I281	I55	1	1	FIRST	1	2		
						8	9		
212	I283	I55	1	1	FIRST	1	2		
						8	9		
213	I284	I55	1	1	FIRST	1	2		
						8	9		
215	I285	I55	1	1	FIRST	1	2		
						8	9		
216	I286	I55	1	1	FIRST	1	2		

RECORD NUMBER	FIELD_NUM	FILTER	F.MIN..	F.MAX..	F.TYPE	ERR.MIN	ERR.MAX	W.MIN..	W.MAX..
								8	9
137	I287							1	2
								8	9
218	I288	I55	1	1	FIRST			1	2
								8	9
210	I289							1	2
								8	9
219	I290	I55	1	1	FIRST			1	2
								8	9
220	I291	I55	1	1	FIRST			1	2
								8	9
148	I292							1	2
								9	9
149	I293							1	2
								9	9
150	I294							1	2
								9	9
155	I295							1	9
156	I296							1	9
158	I297	I70	1	3	FIRST			1	3
								8	9
163	I298	I311	18	99	FIRST			1	2
								8	9
164	I299	I298	1	1	FIRST			1	4
								8	9
165	I306	I298	1	1	FIRST			0	3
								8	9
166	I307	I298	1	1	FIRST			01	99
		I306	0	0	AND				
		I306	3	3	OR				
167	I308	I298	1	1	FIRST			1	2
		I306	0	0	AND			8	9
		I306	3	3	OR				
168	I309	I298	1	1	FIRST			01	99
		I306	1	1	AND				
		I306	3	3	OR				
		I306	0	0	OR				
		I307	NA	NA	AND				
169	I310	I306	1	1	FIRST				
12155	01							000	999
11	2							0	2
12	3	2	000	999	FIRST			8	9
								0000	9999
82	4							1	12
73	5							1	31
74	6							89	95
75	7							1	12
76	8							98	99
								0	59
77	9							98	99
								1	2
78	10							8	9
								1	12
79	11							98	99
								0	59
80	12								

RECORD NUMBER	FIELD_NUM	FILTER	F.MIN..	F.MAX..	F.TYPE	ERR.MIN	ERR.MAX	W.MIN..	W.MAX..
						98	99		
81	13					1	2		
						8	9		
1	14					1	5		
						8	9		
2	15	14	1	4	FIRST	1	3		
						8	9		
3	16					01	999		
4	17	14	1	4	FIRST	1	2		
		16	1	97	AND	8	9		
		16	998	999	OR				
5	18					000	999		
6	19	18	000	999	FIRST	0	2		
						8	9		
7	20					000	999		
8	21	20	000	999	FIRST	0	2		
						8	9		
9	22					000	999		
10	23	22	000	999	FIRST	0	2		
						8	9		
13	24					01	97		
						99	99		
14	25					1	2		
						9	9		
15	26					1	2		
						9	9		
17	28					1	2		
						9	9		
18	29					01	10		
19	30					1	3		
						8	9		
20	31					1	6		
						9	9		
21	32					1	6		
						9	9		
22	33					1	6		
						9	9		
26	36					1	2		
						8	9		
27	37	36	1	1	FIRST	1	2		
						8	9		
29	39					0000000	9999999		
30	40	39	9999998	9999999	FIRST	01	21		
						98	99		
32	41	102	2	2	FIRST	0	6		
						8	9		
33	42					1	2		
						8	9		
34	43	42	1	1	FIRST	1	2		
						8	9		
35	44	42	1	1	FIRST	1	2		
		43	1	1	AND	8	9		
38	45	42	1	1	FIRST	01	12		
		43	1	1	AND	NA	NA		
		47	87	89	OR				
		47	98	99	OR				

RECORD NUMBER	FIELD_NUM	FILTER	F.MIN..	F.MAX..	F.TYPE	ERR.MIN	ERR.MAX	W.MIN..	W.MAX..
39	46	42	1	1	FIRST	01	31		
		43	1	1	AND	NA	NA		
		47	87	89	OR				
		47	98	99	OR				
40	47	42	1	1	FIRST	87	94		
		43	1	1	AND	98	99		
41	48	42	1	1	FIRST	0001	9999		
		43	1	1	AND				
106	49					0	3		
						9	9		
43	50					01	16		
44	51	50	01	16	FIRST	01	15		
						99	99		
45	52	50	01	16	FIRST	01	11		
		53	NA	NA	AND				
46	53	50	01	16	FIRST	01	99		
		52	NA	NA	AND				
47	54	50	01	16	FIRST	1	2		
48	55	50	01	16	FIRST	1	5		
						8	9		
49	56					1	2		
						9	9		
67	59	53	15	99	FIRST	0	9		
68	60	59	2	7	FIRST	1	2		
		59	0	0	OR	8	9		
69	61	59	1	1	FIRST	01	99		
		60	1	1	OR				
70	62	53	15	99	FIRST	0	9		
50	63	34	1	1	FIRST	1	2		
		53	12	55	AND	9	9		
		54	2	2	AND				
51	64	53	12	55	FIRST	1	9		
		54	2	2	AND				
		34	1	1	AND				
		63	1	1	AND				
52	65	53	1	3	FIRST	1	2		
		52	1	11	OR	8	9		
53	66	65	1	1	FIRST	1	36		
		65	8	9	OR	50	50		
						98	99		
54	67	66	50	50	FIRST	01	16		
						99	99		
55	68	35	1	1	FIRST	1	2		
						9	9		
58	69	53	05	18	FIRST	1	2		
						9	9		
59	70	53	5	18	FIRST	1	2		
		69	1	1	AND	8	9		
60	71	70	1	1	FIRST	0	5		
						8	9		
61	72	71	1	5	FIRST	1	3		
		71	8	9	OR	8	9		
71	73	59	1	1	FIRST	01	99		
		60	1	1	OR				
62	74	69	1	1	FIRST	1	2		
						8	9		

RECORD NUMBER	FIELD_NUM	FILTER	F.MIN..	F.MAX..	F.TYPE	ERR.MIN	ERR.MAX	W.MIN..	W.MAX..
63	75	74	1	1	FIRST	0	5		
						8	9		
64	76	75	01	05	FIRST	1	3		
		75	08	09	OR	8	9		
56	80	68	1	1	FIRST	01	99		
57	81	80	1	99	FIRST	1	2		
						8	9		
65	83	53	1	5	FIRST	1	2		
						8	9		
28	84					000000	999999		
83	85					1	2		
						8	9		
84	86	85	1	1	FIRST	0	9999999		
85	87					1	2		
						8	9		
86	88	87	1	1	FIRST	0	999999		
87	89					1	2		
						8	9		
88	90	89	1	1	FIRST	0	9999999		
89	91					1	2		
						8	9		
90	92	91	1	1	FIRST	0	9999999		
91	93					1	2		
						8	9		
92	94	93	1	1	FIRST	0	9999999		
93	95					1	2		
						8	9		
94	96	95	1	1	FIRST	0	9999999		
95	97					1	2		
						8	9		
96	98	97	1	1	FIRST	0	9999999		
97	99					1	2		
						8	9		
98	100	99	1	1	FIRST	0	9999999		
31	102					1	2		
						8	9		
37	103	42	1	1	FIRST	00000	99999		
		43	1	1	AND				
		44	2	2	AND				
42	104					1	2		
						8	9		
99	105	104	1	1	FIRST	1	1		
						8	9		
100	106	104	1	1	FIRST	1	1		
						8	9		
101	107	104	1	1	FIRST	1	1		
						8	9		
102	108	104	1	1	FIRST	1	1		
						8	9		
103	109	104	1	1	FIRST	1	1		
						8	9		
104	110					1	2		
						9	9		
105	111	110	2	2	FIRST	1	3		
						8	9		
25	112					1	4		

RECORD NUMBER FIELD_NUM FILTER F.MIN.. F.MAX.. F.TYPE ERR.MIN ERR.MAX W.MIN.. W.MAX..

8 9

237 Records Processed

CSFII CLEANING CHECKS

01) IF FINAL RESULT EQUALS 01 THEN WE MUST HAVE A HOUSEHOLD RECORD.

02) IF HOUSEHOLD QUARTER EQUALS 1 THEN HOUSEHOLD MONTH MUST BE BETWEEN 4 AND 7, AND YEAR EQUALS 89.

03) IF HOUSEHOLD QUARTER EQUALS 2 THEN HOUSEHOLD MONTH MUST BE BETWEEN 6 AND 11, AND YEAR EQUALS 89.

04) IF HOUSEHOLD QUARTER EQUALS 3 THEN HOUSEHOLD MONTH MUST BE BETWEEN 9 AND 12 AND YEAR EQUALS 89, OR MONTH MUST BE BETWEEN 1 AND 3 AND YEAR EQUALS 90.

05) IF HOUSEHOLD QUARTER EQUALS 4 THEN HOUSEHOLD MONTH MUST BE BETWEEN 1 AND 4 AND YEAR EQUALS 90.

06) IF HOUSEHOLD INTERVIEWER BEGIN TIME IS 2=PM THEN HOUSEHOLD BEGIN TIME MUST BE BETWEEN 1 AND 9.

07) IF HOUSEHOLD INTERVIEWER BEGIN TIME IS 1=AM THEN HOUSEHOLD BEGIN TIME MUST BE BETWEEN 8 AND 11.

08) IF HOUSEHOLD INTERVIEWER ENDING TIME IS 2=PM THEN HOUSEHOLD ENDING TIME MUST BE BETWEEN 1 AND 9.

09) IF HOUSEHOLD INTERVIEWER ENDING TIME IS 1=AM THEN HOUSEHOLD ENDING TIME MUST BE BETWEEN 8 AND 11.

10) HOUSEHOLD INTERVIEWER BEGIN TIME AND THE SCREENER FINAL CALL TIME MUST BE WITHIN FIVE MINUTES APART.

11) IF DAY ONE INTAKE EXIST THEN DAY ONE INTAKE MUST BE DONE ONE DAY BEFORE THE HOUSEHOLD.

12) IF DAY TWO INTAKE EXIST THEN DAY TWO INTAKE MUST BE DONE THE SAME DAY OF THE HOUSEHOLD.

13) IF DAY THREE INTAKE EXIST THEN DAY THREE INTAKE MUST BE DONE ONE DAY AFTER THE HOUSEHOLD.

14) IF INTAKES' QUARTER EQUALS 1 THEN INTAKES' MONTH MUST BE BETWEEN 4 AND 7, AND YEAR EQUALS 89.

15) IF INTAKES' QUARTER EQUALS 2 THEN INTAKES' MONTH MUST BE BETWEEN 6 AND 11, AND YEAR EQUALS 89.

16) IF INTAKES' QUARTER EQUALS 3 THEN INTAKES' MONTH MUST BE BETWEEN 9 AND 12 AND YEAR EQUALS 89, OR MONTH MUST BE BETWEEN 1 AND 3 AND YEAR EQUALS 90.

CSFII CLEANING CHECKS

17) IF INTAKES' QUARTER EQUALS 4 THEN INTAKES' MONTH MUST BE BETWEEN 1 AND 4 AND YEAR EQUALS 90.

18) IF INTAKE BEGIN TIME IS 2=PM THEN INTAKE BEGIN TIME MUST BE BETWEEN 1 AND 9.

19) IF INTAKE BEGIN TIME IS 1=AM THEN INTAKE BEGIN TIME MUST BE BETWEEN 8 AND 11.

20) IF INTAKE ENDING TIME IS 2=PM THEN INTAKE ENDING TIME MUST BE BETWEEN 1 AND 9.

21) IF INTAKE ENDING TIME IS 1=AM THEN INTAKE ENDING TIME MUST BE BETWEEN 8 AND 11.

22) INTAKE BEGIN TIME AND THE HOUSEHOLD ENDING TIME MUST BE WITHIN FIVE MINUTES APART.

23) DATE OF BIRTH ON INTAKE MUST AGREE WITH AGE ON HOUSEHOLD GRID.

24) SEGMENT AND HOUSING UNIT MUST AGREE ON ALL DOCUMENTS.

25) INTAKE BEGIN TIME MUST BE DIFFERENT FOR EACH RESPONDENT.

26) INTAKE ENDING TIME MUST BE DIFFERENT FOR EACH RESPONDENT.

27) SCREENER MONTH MUST BE BETWEEN 1 AND 12 FOR FINAL RESULT CODE 1;
IF FINAL RESULT CODE NOT 1 THEN MONTH CAN BE 99

28) SCREENER DAY MUST BE BETWEEN 1 AND 31 FOR FINAL RESULT CODE 1;
IF FINAL RESULT CODE NOT 1 THEN DAY CAN BE 99

29) WARNING FOR HOUSEHOLDS WITH MORE THAN 20 PEOPLE.

30) NUMBER OF PEOPLE ON SCREENER QUESTION S1. MUST BE EQUAL TO NUMBER OF PEOPLE ON SCREENER QUESTION S2A., IF THIS IS A POVERTY SAMPLE SCREENER.

31) NUMBER OF PEOPLE ON SCREENER QUESTION S1. MUST BE EQUAL TO THE SUM IN SCREENER QUESTION S2..

32) NUMBER OF FINAL CALL SHOULD NOT BE GREATER THAN 20.

33) FINAL CALL MONTH MUST BE BETWEEN 1 AND 12.

34) FINAL CALL DAY MUST BE BETWEEN 1 AND 31.

CSFII CLEANING CHECKS

35) HOUSEHEOLD INTERVIEW DATE AND SCREENER FINAL CALL DATE MUST BE THEN SAME.

36) FINAL RESULT OF CALL TIME MUST BE VALID.

37) FINAL RESULT OF CALL CODE CAN NOT BE EQUAL TO 0, 2, 3, 6, 7, 8, 9 OR GREATER THAN 14.

38) NUMBER OF PEOPLE ON SCREENER INTAKE GRID NOT GREATER THAN 20.

39) DAY 1 AND DAY23 INTAKE RESULTS OF CALL MUST BE A 1 OR BETWEEN 3 AND 7.

40) NUMBER OF PEOPLE ON SCREENER QUESTION S1. MUST BE EQUAL TO NUMBER OF PEOPLE ON SCREENER INTAKE RESULT GRID.

*** NONRESPONSE QUESTIONS, FINAL RESULT OF CALL CODES 5 THRU 11 AND 13 ***

41) WARNING, IF NORESPONSE QUESTION 2. IS BLANK, MAKE SURE SOMEONE WAS SPOKEN TOO.

42) QUESTION 4. MUST BE A 1 OR 2 OR 9.

43) QUESTION 5. MUST BE A 1 OR 2 OR 9.

44) QUESTION 4. MUST BE A 1 OR 2 OR 9.

45) IF SCREENING QUESIONS ARD NOT COMPLETE, QUESTION 6. MUST BE A 1 OR 2 OR 9.

46) IF SCREENING QUESIONS ARD NOT COMPLETE, QUESTION 7. MUST BE A 1 OR 2 OR 9.

47) IF SCREENING QUESIONS ARD NOT COMPLETE, QUESTION 8. MUST BE A 1 OR 2 OR 9.

48) IF SCREENING QUESIONS ARD NOT COMPLETE, QUESTION 9. MUST BE A 1 OR 2 OR 3 OR 9.

****

49) IF FINAL RESULT CODE DOESN'T EQUAL 4, INCOME MUST BE LESS THAN THE INCOME LIMIT FOR THE NUMBER OF PEOPLE IN THE HOUSEHOLD; CHECK INCOME

50) IF FINAL RESULT CODE EQUALS 4, INCOME MUST BE GREATER THAN THE INCOME LIMIT FOR THE NUMBER OF PEOPLE IN THE HOUSEHOLD; CHECK INCOME.

CSFII CLEANING CHECKS

51) IF FINAL RESULT CODE EQUALS 4 AND INCOME IS LESS THAN THE INCOME LIMIT FOR THE NUMBER OF PEOPLE IN THE HOUSEHOLD, FINAL RESULT CODE CAN NOT BE A 4.

52) IF FINAL RESULT CODE DOESN'T EQUAL 4 AND INCOME IS GREATER THAN THE INCOME LIMIT FOR THE NUMBER OF PEOPLE IN THE HOUSEHOLD, FINAL RESULT CODE MUST BE A 4

53) NUMBER OF PEOPLE ON HOUSEHOLD GRID MUST EQUAL NUMBER OF PEOPLE ON SCREENER QUESTION S1.

54) NUMBER OF PEOPLE ON HOUSEHOLD GRID MUST EQUAL SUM OF PEOPLE ON SCREENER QUESTION S2.

55) NUMBER OF PEOPLE ON HOUSEHOLD GRID MUST EQUAL NUMBER OF PEOPLE ON SCREENER INTAKE RESULT GRID.

56) CHECK HOUSEHOLD FOR PEOPLE OVER 97 YEARS OLD.

57) CHECK SCREENER QUESTION S2. (NUMBER OF PEOPLE IN EACH BREAKDOWN) TO THE AGES GIVEN ON THE HOUSEHOLD GRID.

58) THE HOUSEHOLD INCOME Q59A MUST NOT BE GREATER THAN SCREENER QUESTION S2A. NOR THE INCOME LIMIT FOR THE NUMBER OF PEOPLE IN THE HOUSHOLD, AND MUST BE NO LESS THAN QUESTIONS S2A. MINUS 50 DOLLARS.

59) THE HOUSEHOLD INCOME Q57 MUST NOT BE GREATER THAN SCREENER QUESTION S2A. NOR THE INCOME LIMIT FOR THE NUMBER OF PEOPLE IN THE HOUSHOLD, AND MUST BE NO LESS THAN QUESTIONS S2A. MINUS 50 DOLLARS.

60) THE HOUSEHOLD INCOME Q57 MUST NOT BE GREATER THAN HOUSEHOLD QUESTION 59A. NOR AND MUST BE NO LESS THAN QUESTIONS 59A. MINUS 20 DOLLARS.

61) FOR EACH PERSON, IF THEIR SCREENER INTAKE RESULT FOR DAY1 OR DAY23 EQUALS 1 THAN INTAKES MUST EXIST.

62) FOR EACH PERSON, IF THEIR SCREENER INTAKE RESULT FOR DAY1 AND DAY23 DOESN'T EQUALS 1 THAN INTAKES SHOULD NOT EXIST OR SCREENER INTAKE RESULTS SHOULD BE CORRECTED.

SPECIAL HOUSEHOLD CHECKS

01) ALL D.K. / REFUSALS FOR INCOME AMOUNTS

02) POSSIBLE DOUBLE REPORTING ON INCOME AMOUNTS

03) INVALID DATE

04) MORE THAN 1 MALE/FEMALE HEAD

05) MORE THAN 1 SPOUSE

06) NO MALE/FEMALE HEAD

07) INCONSISTENT AGE / RELATIONSHIP

08) LOW AGE FOR MALE/FEMALE HEAD

09) INCONSISTENT ANSWERS FOR (PLANS,PREPS,SHOPS) VS. MALE/FEMAL HEAD

10) INCONSISTENCY BETWEEN Q28 AND M/F HEAD RACE

11) RACE FOR ALL PERSONS IN HOUSEHOLD MUST BE REPORTED

12) INCONSISTENCY BETWEEN F028 AND F056 (HISPANIC ORIGIN)

13) ELIGIBILITY CONFLICT BETWEEN AGE/SEX AND F034 (PREGNANCY)

14) INCONSISTENT ANSWERS BETWEEN F034 AND F063 (PREGNANCY)

15) ELIGIBILITY CONFLICT BETWEEN AGE/SEX AND F063 (PREGNANCY)

16) ELIGIBILITY CONFLICT BETWEEN AGE AND F065 (NURSING)

17) AGE OF CHILD NOT COMPATIBLE WITH MONTHS BREAST-FEEDING

18) INELIGIBLE BREAST FEEDING PERSON

19) INCONSISTENT ANSWERS BETWEEN F035 AND F068 (WIC)

20) ELIGIBILITY CONFLICT BETWEEN AGE/SEX AND F068 (WIC)

21) BREAST FEEDING AGE = DURATION OF BREAST-FEEDING

22) FIELDS SHOULD BE BLANK FOR RESPONSE SCREENER

23) WEEKLY FOOD EXPENDITURES PER HH MEMBER SHOULD BE $5-$75

24) RESULT CODE NOT (1)

SPECIAL HOUSEHOLD CHECKS

25) NUMBER OF PEOPLE ON SCREENER INTAKE RESULT GRID DAY1 MUST EQUAL NUMBER OF PEOPLE IN S1.

26) NUMBER OF PEOPLE ON SCREENER INTAKE RESULT GRID DAY23 MUST EQUAL NUMBER OF PEOPLE IN S1.

27) NO HEAD OF HOUSE IN HOUSEHOLD GRID COL. B

28) MALE HEAD OF HOUSE Q9 AND HOUSEHOLD GRID COL. B DO NOT AGREE

29) FEMALE HEAD OF HOUSE Q15 AND HOUSEHOLD GRID COL. B DO NOT AGREE

30) Q28 RESPONDENT LINE NUMBER IS NOT HEAD OF HOUSE

31) Q26 AND HOUSEHOLD GRID COL. F DO NOT AGREE

32) Q34/35/36 MENTIONS MALE HEAD, BUT NO MALE HEAD IN HOUSEHOLD GRID COL. B

33) Q34/35/36 MENTIONS FEMALE HEAD, BUT NO FEMALE HEAD IN HOUSEHOLD GRID COL. B

34) MALE CAN NOT BE PREGNANT

35) Q37 AND GRID Q38 DO NOT AGREE

36) GRID Q38 AND Q39 DO NOT AGREE

37) Q43 AND GRID Q68 DO NOT AGREE

38) GRID Q68, Q80 AND Q81 DO NOT AGREE

39) FOOD STAMPS Q65 AND Q66 DO NOT AGREE

40) Q66 IS ANSWERED AND IT SHOULD BE BLANK

SPECIAL INTAKE CHECKS

01) DUPLICATE INTAKE LINE NUMBER

02) LINE COUNT VARIABLE SHOULD = # OF INTAKE LINES

03) RESULT OF CALL FROM SCREENER IS NOT CONSISTENT WITH PRESENCE OR ABSENCE OF INTAKE RECORDS

04) # OF INTAKE RECORDS FOR A GIVEN DAY SHOULD BE 5+ FOR BASIC SAMPLE AND 3+ FOR POVERTY SAMPLE

05) MORE THAN 40 INTAKE RECORDS FOR A GIVEN DAY IS UNUSUALLY HIGH

06) MORE THAN 1 MEAL TYPE (BREAKFAST,DINNER ETC.) IN A GIVEN DAY

07) BIRTHDATE AND ACTUAL DATE ARE NOT CONSISTENT WITH AGE ON H.H. INTERVIEW

08) COMBINATION OF VALID/REFUSED ANSWERS NOT ACCEPTABLE IN TIME FIELDS

09) TIME SPAN BETWEEN BEGIN AND END OF DAY 1 Q'NAIRE IS QUESTIONABLE

10) FAT/SALT QUESTION SHOULD BE ANSWERED BY MAIN MEAL PREPARER AND CHILDREN 12 OR UNDER

11) TWO DIFFERENT MEAL TYPES ARE CONSUMED AT THE SAME TIME

12) Q.3 (WITH WHOM) SHOULD BE ALL THE SAME VALUE WITHIN THE SAME MEAL TIME

13) Q.7 CANNOT HAVE CODE 1 (EATEN AT HOME) WITH ANY OTHER ANSWER FOR A GIVEN MEAL PERIOD

14) BREAST-MILK INDICATED BUT CHILD NOT BEING NURSED

15) Q.3 CANNOT BE CODES 2 OR 4 FOR A SINGLE PERSON HOUSEHOLD

16) RESPONDENT SHOULD BE LESS THAN 2 YRS. OLD FOR Q.2 TO BE CODE 7 (INFANT FEEDING)

17) SKIP PATTERN ERROR FOR MULTI-RESPONSE FIELDS

18) CONFLICTING RESPONSES WITHIN A GIVEN QUESTION

19) DATE DOESN'T CORRESPOND TO DAY OF WEEK

SPECIAL INTAKE CHECKS

20) Q12 ENDING TIME MUST BE BETWEEN THE INTERVIEW STARTING AND ENDING TIMES

21) INVALID DATE FOR ASSOCIATED MONTH

22) Q.34 - # OF YEARS SMOKING IS INCOMPATIBLE WITH RESPONDENT AGE

23) SKIP PATTERN ERROR

24) QUARTER IS NOT THE SAME FOR ALL DOCUMENTS

25) SAMPLE # IS NOT THE SAME FOR ALL DOCUMENTS

26) INTERVIEWER # IS NOT THE SAME FOR ALL DOCUMENTS

27) INTAKE HAS NO LINE ITEMS BUT THERE IS NO EXPLANATION OF MISSING DATA

28) YES RESPONSE TO Q.15 MUST HAVE 1 AND ONLY 1 RESPONSE TO Q.16

29) Q.17 AMOUNT IS QUESTIONABLE (HIGH)

30) CODE 0 FOR DAY FIELD (INCOMPLETE) BUT RESPONSES ENTERED (ONLY FIRST ERROR REPORTED)

31) VALUE FOR HEIGHT EXCEEDS EXTREMES FOR RESPONDENT AGE CATEGORY

32) VALUE FOR WEIGHT EXCEEDS EXTREMES FOR RESPONDENT AGE CATEGORY

33) (D1 ONLY) Q.12 - FORGOTTEN FOODS INCOMPATIBLE WITH ADDED/CHANGED ITEM IN LINE INFO.

34) WARNING.... PLEASE CHECK Q11. WHERE OBTAINED